



Wootey Infant School

Lettings & Services to the Community Policy

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Responsibility: Resources Committee

Reviewed by: Resources Committee

This Review: February 2024

Next Review Due: Rate Feb 2026 - Policy Feb 2027

Cycle: Annual for lettings rates / 3 yearly for Policy

Ratified by: Resources

Wootey Infant School follows the published guidance from Hampshire County Council Lettings Procedures. Please refer to Education Financial Services (EFS) Website for further guidance.

OVERVIEW & BACKGROUND TO THE POLICY

School governing bodies have control over the use of school facilities by third parties and have the power to determine charges to be made for the use of school facilities and to retain the income from such charges. It is advisable that community use of schools should not be a charge on the school's budget share. There are exceptions, for example where the provision of a service by a third party is providing support for school improvement or enhancing the delivery of the school's curriculum.

Governing bodies have been encouraged to make school facilities are widely available to the community served by the school, subject to the school's own requirements and to any advice given by the Local Authority.

Policy Objectives

The Governors adopt and endorse the Hampshire County Council Educational Financial Service's Lettings & Services to the Community guidance and recognise the principles therein, namely:

- That school premises represent a significant capital investment and should be fully utilised
- That school premises are a valuable community resource

- That educational usage constitutes a natural priority
- That a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activities by designated users.

Priority Usage

The Governors have adopted the following categories of priority users:

- Statutory users (eg for Elections)
- Designated users PAWS (PTA), school meetings, plays, fundraising, community education purposes)
- Private users (regular and casual users)

Conditions of Hire

The Governors have adopted the standard Hampshire County Council terms and conditions of hire. These terms form Appendix 1 to this Policy Statement.

Administration of Lettings

General

The Governors recognise that it would be impossible for them to personally vet every applicant or organisation who applies to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the Head Teacher and the Admin Officer.

Variations

No member of staff is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations. The Headteacher and/or Admin Officer may deviate from the Governors' published charging rates in the interests of attracting business, remaining competitive with other local facilities hire charges and sustaining regular hire income.

Lettings Documentation

All formal hiring of the school premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete an Application for the Hire of Facilities Form (from Hampshire County Council) and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

The school asks each regular user to present the following documentation with their application for hire:

- Copy of Public Liability Insurance (£10 million preferred - £5million minimum)
- Copy of Professional/Qualification Certificates
- Copy of DBS where relevant
- Risk Assessments (to be carried out by the school and also by the hirer).

Casual hirers fall under the school's risk assessment and are not required to have public liability insurance.

Longer term regular bookings may be subject to a Transfer of Control Agreement (TOCA) or a HOT agreement which will be arranged through HCC legal services.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles:-

- That statutory users will be charged an amount commensurate with cost recovery;

- That designated users will be charged no more than cost;
- That private users will be charged on a cost plus an income margin for the school;
- That there will be parity of treatment for similar users;
- That overall the cost of letting school facilities will be recovered from users.

For the purpose of charging the headteacher and Admin Officer are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 2 to this policy statement.

Discounts

These form part of the scale of charges (Appendix 2) and are the only permitted variations to the standard charges with the exception of the Headteacher and/or Admin Officer's permission as expressed under Variations, above.

Value Added Tax

The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

Minimum charges and deposits

The minimum hire period will be one hour during school opening hours and two hours outside these hours.

There is a standard £20 cash cleaning charge which is returnable when the building is left in a satisfactory condition. Governors reserve the right to require a deposit over and above the hiring and cleaning charge as a surety against damage to the premises (including any equipment).

Cancellations

The Hirer must give at least two weeks' notice of cancellation, except where Transfer of Control Agreements (TOCA) specify otherwise. The Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting or to impose a cancellation charge. Details of the charges are shown in the scale of charges in Appendix 2.

Payment methods

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. Payment to be made via SCOPay for ADHOC hire or invoice for regular hire.

Extension of Credit

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official County Council invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than £50. The governors have chosen to delegate the approval of credit facilities to the Head Teacher and Admin Officer who are to maintain a list for the guidance of administrative staff. In cases where credit is advanced the invoice may be raised at the time of booking.

Security

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the Head Teacher to insist upon caretaking presence where in their view the nature of the hiring may leave the school vulnerable to theft or damage.

Safeguarding

The Governors are committed to ensuring the safety of everyone within the school premises and will make every effort to ensure that lettings are for bone fide reasons that fit the ethos of the school.

Review of Policy

The governors will review the policy every three years in the month of **February** and the scale of hire charges for the forthcoming year will also be reviewed and updated annually.

Appendix 1: Conditions of Hire School Hire Checklist

Appendix 2: Charging Rates 2026-2027 (per hour unless otherwise stated)

Community Designated Users (no more than cost)	8.45am-6.00pm Weekdays	6.00 pm- 12.00am Evenings & Weekends
PTA	Free	Free
Not for Profit Organisations	£25.00	£27.50
Social	£27.50	£32.50
Commercial (fee/subscription activity)	£35.00	£37.50
Cancellation Charges if cancelled within 2 weeks of event	Full charge	Full charge
Discounted Rates:		
Start-up Clubs and Societies (limited time to be negotiated)	£25.00	£27.50
Wootey Parents, staff & Governors (social)	£25.00	£27.50

Prices are subject to VAT where applicable.

£50 cleaning deposit refundable (dependant on knowledge of hirer). This will be refunded at the end of hire provided all the conditions of hiring have been observed and the hall/toilets have been left in a clean and tidy state.