

Torre C of E Academy

LETTINGS POLICY STATEMENT

Adoption

The school governors at their meeting on 19th November 2013 adopted the lettings policy and the scale of charges set out below.

Policy Objectives

The governors adopt and endorse the Torbay Council's Lettings Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be fully utilised ;
- (ii) are a valuable community resource;
- (iii) educational usage, education premises constitutes a natural priority;
- (iv) that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

Priority Usage

The governors have adopted the following categories of priority user :-

- (i) statutory users;
- (ii) designated users;
- (iii) private users.

The governors have applied in each case the definitions identified in the Torbay Council lettings policy document.

Applications for Designated Status

The governing body have delegated their power to determine designated status to the headteacher who will exercise discretion on their behalf and determine applications. The outcome of such decisions shall be a matter of report to the governing body each term. The headteacher will arrange for a list of approved organisations to be maintained. This does not preclude the headteacher from referring sensitive applications to the full governing body at his/her/their discretion.

Additions to policy 2018/19

Hire and lettings agreements include the fact that premises will not be hired out to extremist or those who popularise hatred or intolerance of those with protected characteristics

Hire or lettings agreements include a notice period for hire i.e. short notice hires will not be authorised.

The governors have decided that for the purpose of charging there will be three categories of designated user.

These are **Statutory Use.**

School Use and Community Use.

Private Use

The governors have decided that for the purpose of charging there will be one category of private user.

This is **Private.**

Conditions of Hire

The governors have adopted the standard Torbay Council account 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 wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the headteacher.

Variations

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governors published charging policy.

Lettings Documentation

All formal hiring of the schools premises, including those for which no charge, is made shall be properly documented. All hirers **must** complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

Scale of Charges (See attached)

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

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged no more than cost;
- (iii) that private users will be charged on a cost plus an income margin for the school ;
- (iv) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging the headteacher is 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.

Value Added Tax

Torre Academy is not VAT registered so no VAT will be charged.

Minimum charges and deposits

The minimum hire period will be one (1) hour.

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. 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. Cheques or cash are both acceptable but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

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 Academy invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The governors have chosen to delegate the approval of credit facilities to **the headteacher** who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to 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 headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Safeguarding

The School Business Manager will ensure that due diligence is taken in accordance with the Prevent Duty when considering applications for lettings. DBS checks will also be checked to ensure suitability to work with children.

Review of Policy

The governors will review the policy each year in the month of **March** and the scale of hire charges for the forthcoming year will also be reviewed and updated.

See attached list of charges

Adopted at a meeting of school governors on 07.10.2020

Updated scale of charges 7th October 2020

**TORRE C OF E PRIMARY SCHOOL
LETTING POLICY
SCALE OF CHARGES**

At a meeting held on 7th October 2020 the finance committee agreed the following charges. This was also agreed in full governors which followed the finance meeting.

To open school early/late £15.00

To hire a school room/hall £10.00 per session

If the room is hired out of normal school hours the opening and closing charge will be added to the cost of room hire.

Signed Chair of Finance

Date.....