



Our vision

Challenging  
expectations  
and sharing  
success

# Waverley School Governors Policy Document Letting of School Premises

<b>Name of School</b>	Waverley School
<b>The Original policy</b>	June 2009
<b>Updated</b>	February 2011
<b>Updated</b>	January 2012
<b>Updated</b>	January 2013
<b>Updated</b>	February 2014
<b>Updated</b>	May 2015
<b>Updated</b>	January 2016
<b>Updated</b>	January 2017
<b>Updated</b>	January 2018

The Governing Body of Waverley School believes that schools are a valuable community resource. It is, therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended schools services agenda, we will give priority to the use of premises for educational objectives and in particular those pertaining to children/young people with special needs. The School and associated organisations (i.e. the Joint Service), have priority of use due to the unique needs of the pupils and the specialist facilities and equipment at Waverley that are not provided elsewhere in the local authority.

This hiring of school premises always outside normal school hours is under the control of the Governing Body. This policy sets out the facilities available and the charges. Some of the responsibilities of the Governors and the users when the school premises are let are included but are set out in more detail in the Service Provider conditions for the Letting of Educational Premises’.

### Lettings Policy

A letting is defined as the use of school premises during school hours, evenings, weekends, and school holidays by parties other than the school.

Our lettings policy will aim to:

- Ensure that the use of school premises and facilities is effectively co-ordinated and managed,
- Promote the use of school premises by the wider community,
- Give priority for established community providers of services for children and young people with special needs,
- Provide a clear statement of charges,
- Ensure a range of activities for children and young people.

### Scale of charges

Our charging policy will:

- Charge statutory and voluntary and community sector organisations at no more than cost i.e. a ‘Community Rate’.
- Charge commercial private organisations at cost plus an income margin for the school i.e. a ‘Commercial Rate’.
- Have a fixed rate for the Joint Service. This will be to cover expenses and will enable them use of the School during holiday times and Saturdays. The rate will be reviewed each year. For the finance year 2017/2018 the charge will be £5,000 per year for the use of the building and £1,000 per week for the use of the swimming pool. The cost to joint service for the pool use would be offset if the pool was let during the summer. If they require the School on a Saturday when there are no other lets there will be an additional charge for the caretaker.
- There is a limited availability of the swimming pool during term time and it is only available for hire to other special schools or groups of SEN pupils in mainstream schools this is a fixed rate of £600 per year and a lifeguard is £15 per session (see charges).
- Community rate for hire of the hall for local community church groups, birthday parties etc

## Application Process

An organisation wishing to hire school premises should, in the first instance, contact Jill Bukin.

Jill Bukin will issue an Application form which needs to be completed at least 6 weeks before the date of hire. Consideration can be given to bookings made with less than 6 weeks' notice but if accepted will be subject to a late booking fee.

Jill Bukin will liaise with the Headteacher to seek agreement for the hire. The swimming pool can only be hired if there is a caretaker with the appropriate Pool management qualifications available.

When hiring the swimming pool and/or the hydro pool, the safety guidelines must be adhered to. Where a hirer has any complaints about the service or hire they should, in the first instance approach the Agency which will advise them on the procedure to be followed.

## The Hire Agreement

The approval of a hire will be confirmed by Jill Bukin the invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of hire; and the cost of the hire.

Jill Bukin will provide a copy of the School's Swimming Pool and/or Hydrotherapy Safety Guidelines to those hiring the facilities.

The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made to the School Hire and Functions Ltd.

The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

**This policy was agreed by the Governors body meeting on the 28.2.18 Finance meeting 26.1.18 and will be reviewed annually.**

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Signed Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

		Day time (term time) (09.00 – 18.00)		Evenings (18.00 – 23.00) Plus holidays (09.00 – 18.00)		Saturdays (09.00 – 23.00) Community rate available for local community eg: bday parties (during school hours 9- 6)		Sundays (09.00 – 23.00)	
Facility	Seating	Community Rate	Commercial Rate	Community Rate	Commercial Rate	Community Rate	Commercial Rate	Community Rate	Commercial Rate
Hall  No VAT	100	N/A	N/A	£ 36.75 Per hour	£47.25 per hour	£36.75 Per hour	£108.15 p.h min. for two hour session then £30.45 per hour	£106.05 p.h min. and two hour session then £31.50 per hour	£160.65 p.h min. for two hour session then £ 47.25 per hour
Classroom  No VAT	20	N/A	N/A	£21 p.h min. and two hour session then £7 per hour	£31.50 p.h min. for two hour session then £10 per hour	£30.45 p.h min. and two hour session then £10.50 per hour	£46.20 p.h min. for two hour session then £15.75 per hour	£47.25 p.h min. and two hour session then per £15.75 hour	£71.40 p.h min. for two hour session then £24.15 per hour
Meeting Room  No VAT	15	N/A	N/A	£21 p.h min. and two hour session then £7 per hour	£31.50 p.h min. for two hour session then £10 per hour	£30.45 p.h min. and two hour session then £10.45 per hour	£46.20 p.h min. for two hour session then £15.75 per hour	£46.20 p.h min. and two hour session then per £15.75 hour	£71.40 p.h min. for two hour session then £24.15 per hour
Parents Room  No VAT	15	N/A	N/A	£21 p.h min. and two hour session then 7 per hour	£31.50 p.h min. for two hour session then £10 per hour	£30.45 p.h min. and two hour session then £10.45 per hour	£46.20 p.h min. for two hour session then £15.75 per hour	£46.20 p.h min. and two hour session then per £15.75 hour	£71.40 p.h min. for two hour session then £24.15 per hour
Swimming pool  58.50 increase?	N/A	*£600 per year. Limited availability for special and mainstream schools *Lifeguard £15 per session x 38 weeks	N/A	£63 + VAT for one hour. Then £43+ VAT per hour	£92.40 +VAT for one hour. Then £63 + VAT per hour	£63 +VAT for one hour. Then £43+ VAT per hour	£92.40 +VAT for one hour. Then £63 + VAT per hour	£63 +VAT for one hour. Then £43 + VAT per hour	£92.40 +VAT for one hour. Then £63 + VAT per hour
Hydro therapy	N/A	£24.15 per hour	£28.35 per hour	£24.15 per hour	£28.35 per hour	£24.15 per hour	£28.35 per hour	£24.15 per hour	£28.35 per hour

