



Our vision

Challenging
expectations
and sharing
success

Waverley School Governors Policy Document

Letting of School Premises

September 2021

Agreed by the Governors body meeting on the **7.6.21** Finance meeting **24.5.21** and will be reviewed annually.

Introduction 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.

Chair of Finance Nick Dines: Signed _____ *Nick Dines* _____ Date _24th May 2021_

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 2021/2022 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.

1. 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.
2. 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.
3. 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.

1. Jill Bukin will provide a copy of the School’s Swimming Pool and/or Hydrotherapy Safety Guidelines to those hiring the facilities.
2. 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.
3. The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

Name of School	Waverley School										
The Original policy	June 2009 reviewed Annually										
Updated Annually	<table> <tr> <td>February 2011</td> <td>January 2016</td> </tr> <tr> <td>January 2012</td> <td>January 2017</td> </tr> <tr> <td>January 2013</td> <td>January 2018</td> </tr> <tr> <td>February 2014</td> <td>January 2019</td> </tr> <tr> <td>May 2015</td> <td>January 2020</td> </tr> </table>	February 2011	January 2016	January 2012	January 2017	January 2013	January 2018	February 2014	January 2019	May 2015	January 2020
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		Day time 9am - 6pm		Evening 6pm - 11pm Plus holidays (9am - 6pm)		Saturdays 9am - 11pm community rate available for local community eg, parties (during school holidays 9am-6pm)		Sundays 9am - 11pm	
Facility	seating	commercial rate	community rate	commercial rate	community rate	commercial rate	community rate	commercial rate	community rate
Hall No VAT	100	N/A	N/A	£50.00 Per hour	£40.00 Per hour	£115 ph for 2 hour sessions then £31.50 ph	£40 ph	£165 ph min Two hr session then £50 per hour	£110 ph two hour session then £35 ph
Classroom No VAT	20	N/A	N/A	£35.00 ph for two hours sessions then £12.00 ph	£25.00 ph for two hour sessions then £7.50	£50.00 ph min two hour sessions then £17 ph	£35.00 per hour min 2 hour sessions then £12.00 ph	£75.00 ph min 2 hr session then £25 ph	£50.00 ph min 2 hr session then £20 ph
meeting room no VAT	15	N/A	N/A	£35.00 ph min and two hour session Then £12.00 per hour	£25.00 ph min 2 hr session then £7.50 ph	£50 per hour min two hour session then £17 ph	£35.00 per hour min 2 hour sessions then £12.00 ph	£75 ph min 2 hour sessions then £25 ph	£50.00 per hour min two hour sessions then £20 ph
Parents room No VAT	15	N/A	N/A	£35.00 ph min and two hour session then £12.00 ph	£25 ph min two hr session then £7.50 ph	£50 ph min two hour sessions then £17 ph	£35 ph min 2 hour sessions then £12 ph	£75 ph min 2 hour sessions then £25 ph	£50.00 ph min two hour sessions then £20 per hour
swimming pool	N/A	£620 per year limited availability for special and mainstream schools Lifeguard £20 per session X 38 weeks	N/A	£95.50 ph for one hour then £65 + VAT ph	£65 ph for one hour then £45 + VAT	£95.50 ph for one hour then £65 ph + VAT	£65 ph for one hour then £45 ph + VAT	£65 ph for one hour then £45 ph plus VAT	£95.50 ph one hour then £65 + VAT per hour
Hydrotherapy	N/A	£30 per hour	£25 per hour	£30.00 per hour	£25 per hour	£30.per hour	£25 per hour	£30 per hour	£25 per hour
Sand and Water	5	N/A	N/A	£25.00 ph	£25.00 ph				

