

Llanrhaeadr Ym Mochnant



Lettings Policy

**Adolygwyd, diweddarwyd a mabwysiadwyd gan y Corff Llywodraethol/
Policy reviewed, updated and adopted by Governing Body**

Dyddiad / Date: January 2021

Llofnod Cadeirydd / Chair's signature: *[Signature]*

Llofnod Pennaeth / Headteacher's signature:

A handwritten signature in black ink, consisting of a series of loops and flourishes, positioned to the right of the text 'Llofnod Pennaeth / Headteacher's signature:'.

Dyddiad adolygu / Review date: January 2022

LLANRHAEDR YM MOCHNANT PRIMARY SCHOOL

**POLICY ON USE OF PREMISES AND FACILITIES OUT
OF SCHOOL HOURS AND SCHOOL LETTINGS**

A. INTRODUCTION

Section 150 of the 1996 Education Act, in connection with the use of school premises, states that:-

- (1) The occupation and use of the premises of a voluntary school shall be under the control of the governing body, subject to:-
 - a) any directions given by the Local Education Authority under sub-section (2) (in the case of a controlled school) or section 152 (3) (in the case of an aided to special agreement school);
 - b) any transfer of control agreement entered into by the governing body under section 151; and
 - c) any requirements of an enactment other than this Act or regulations made under it.
- (2) The Local Education Authority may give such directions as to the occupation and use of the premises of a controlled school as they think right, subject to section 152 (1) and (2).

Section 152 indicates:-

- (1) The governing body may determine the use to which the premises of a controlled school (or any part of them) are put on Saturdays when not required:-
 - a) for the purposes of the school, or
 - b) for any purpose connected with education or with the welfare of the young for which the Local Education Authority desire to provide accommodation on the premises (or on the part in question).
- (2) The foundation governors may determine the use to which the premises of a controlled school (or any part of them) are put on Sundays.

The Secretary of State for Wales has given further emphasis to the making of school facilities available to the local community and Powys Education Service has sought to encourage this wider use of school facilities.

Governing bodies may not use their delegated budget share to subsidise non-school activities. They may, however, charge some organisations more than others but community use must, at least, cover its own costs.

B. PRIORITIES

The governing body will, in accordance with the Authority's expectations, give priority to the needs of the school. Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities:-

- meetings of school governors and formal parent meetings called by governors;
- curricular activities falling outside normal school hours;
- extra-curricular activities involving pupils substantially such as concerts, pupil social functions, school games and clubs;
- meetings of or with parents called by the Headteacher;
- meetings of teachers employed in the school.

Subject to the needs of the school, the governing body will observe the following priorities in dealing with applications for the use of facilities out of school hours:-

- a) use for Authority organised or sponsored activities;
- b) use for meetings of the PTA, Cylch meithrin and Ti a Fi;
- c) use by cultural, educational and sporting clubs; the Community Council and the Parochial Church Council;
- d) use for fund-raising activities organised by the PTA or similar bodies included in priorities a-c, above, and meeting regularly in the school. Such activities may take the form of whist drives, concerts, dances, sales of produce etc., and should be accommodated if this can be done without interfering with the normal working of the school; and
- e) use for functions or activities open to the public and not associated with the school or one of the local organisations which regularly meets at the school. Such activities can include dances and private parties, concerts, whist drives, social, party political and commercial meetings.

In the event of the school premises being required for the educational activities of the school itself, the governors will give as much notice as possible, normally no less than 2 weeks, to any organisation which would otherwise be using the school premises, that they are required.

C. CHARGES

In the light of the fact that the school's delegated budget is provided for the education of children at the school and cannot be used to subsidise community activity, governors will levy the following charges in order to recoup the cost of non-school use:-

- a) use by the Authority - the appropriate fee to cover the cost, to the school budget, of use, currently £40 per let in respect of the school hall;
- b) meetings of the pre-school playgroup - on the understanding that the pre-school playgroup will be meeting during school hours, using vacant space within the school, no charge will be made for school use of facilities. In the event of the pre-school playgroup wishing to meet, out of school hours, the charge for a let would be the level necessary to cover the cost to the school, currently £30 per let in respect of the school hall;
- c) use for all other meetings and activities a higher letting fee to enable the school to gain some income from the let, currently £40 per let.

Concessions may apply.

D. SPECIFIC ORGANISATIONS USING THE SCHOOL PREMISES

a) **Ti a fi**

The governors recognise the importance of pre-school playgroup activities being available to children in the area and the benefits that can accrue to both pre-school children and the school through a pre-school playgroup operating on the school premises. They, therefore, fully support the operation of a pre-school playgroup at Llanrhaeadr YmMochnant Primary School and will make available, to the pre-school playgroup, surplus space, during the school day, so that the playgroup can operate.

b) **Clwb y Green**

The governors are aware of the importance of the role that a school can play in its local community and this is reflected in the decision of the governing body to enable Clwb y Green to hold their meetings at the school subject to a charge set at a level to enable the school merely to recoup its costs from the let.

D. LETTING PROCEDURES

All those wishing to make use of school premises outside of normal school hours will be required to complete the appropriate letting form at least 14 days prior to the intended date of the let. No lets will be permitted without the completion of the necessary letting form in order to ensure that appropriate insurance arrangements are in hand. The above period of notice is essential so that arrangements can be made for the Authority's Direct Services Organisation to open and close the school and undertake any necessary cleaning following the let.

When use of the premises involves non-school use, the applicant will be asked to complete the additional section of the form and obtain a counter signature of the approved representative of the school governors i.e. the Headteacher, indicating that use or hire has been approved by the governors.

E. SUPPLY OF ALCOHOLIC DRINKS

The sale or provision of alcoholic drinks to those attending a function or activity, at the school, requires the approval of the governing body.

F. LICENCING

Governing bodies will ensure that appropriate licences are held or obtained to cover functions or activities taking place on school premises. These may include some or all of the following:-

- licences to sell alcohol;
- public entertainment licences;
- theatre licences.

G. SECURITY AND SUPERVISION

In dealing with matters relating to the use of school premises out of normal hours, the governing body will consider the need to protect the fabric, equipment and furniture of the school, together with the need to ensure the premises are properly secured when not in use. In the event of any group abusing the privilege of use, the school governors shall be entitled to suspend use by that organisation, either temporarily or on a permanent basis. It is not normal practice to require care-taking staff to be present on the premises when they are in use after school hours for the duration of the let but, if the governing body considers that it is essential that a member of the care-taking staff does remain present throughout the period, the cost of this service will be included in the charge to the organisation letting the school premises as an additional fee.

H. SCHOOL CANTEEN

The use of school meals equipment and facilities, other than access to facilities for boiling kettles and washing up, will not be approved without separate permission in writing from the school meals service. It will be a condition of use, when approved, that a cook or other member of the canteen staff will be present throughout the letting and the hirer will be required to pay the cost of the person involved and also to make other appropriate payment in respect of the equipment and services.

I. CONCLUSION

The above arrangements for letting of the school premises are put in place to ensure that safe and effective use of the premises is made, the interests of the school are protected and the quality of the facilities is maintained. They are not, in any way, intended to restrict the use of school premises to the detriment of the community.

