

LETTING POLICY

Updated: October 2016

Review date: October 2017

Governor Responsibilities

The Law states that Governors control the use of the school premises outside normal school hours, but they must comply with any directions given by the Local Authority.

The Local Authority has a legal requirement placed on them to provide accommodation for certain bodies, i.e. community language classes, as outlined in the HCC Property Matters guide.

The Local Authority control the use of (community) school premises during normal school hours, but the day to day management is the responsibility of the Headteacher. If there is a surplus of accommodation during the normal school day then the Headteacher can let those facilities on a normal letting basis (i.e. Governors cannot enter into a lease or tenancy agreement).

The Governors of Adeyfield School are keen to promote the Local Authority policy in encouraging the community use of school buildings and facilities.

Daily control of school lettings is the responsibility of the Headteacher (and his/her staff), who is authorised to negotiate fees within the limits determined by the Governing Body.

The Site Manager is responsible for maintaining records for each organisation /individual hiring Adeyfield School premises.

Charging Rates

The Governors determine their own charges for all lets outside the Free Letting Scheme taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Finance Committee on an annual basis and the new rates approved through the Governing Body as recorded in their minutes. These rates make up part of this policy. The new rates are implemented from the start of each academic year.

The school is expected to apply the governor approved rates for all hirers to the school. However, to promote community use, the Headteacher may use their discretion to give a 10% discount to certain hirers. This must be discussed with the Headteacher prior to agreement and details recorded with the hirers records.