

# **SCARCROFT SCHOOL GOVERNING BODY**

## **APPROVED LETTINGS POLICY**

1. The Governing Body recognises that the school premises are a community resource and will support any appropriate use by community groups.
2. The Governing Body also recognises that there are a range of other groups whose aims are consistent with the school's main responsibility of providing a safe and stimulating environment for the education of our children, and will support such groups in making use of the school premises.
3. The Governing Body will make a charge in all cases for use of the premises where it is not related directly to the school, to ensure that costs for heating, lighting, cleaning and caretaking are met.
4. Lettings will reflect the category of use as indicated below:
  - a) Extra-curricular activities for Scarcroft pupils, held between 3.15 and 4.30pm will not incur a charge where the activity is offered free to pupils. Where the provider makes a charge to parents, item (b) below applies:
  - b) Extra-curricular activities and Music Tuition which are provided at a cost to Scarcroft pupils, will be charged a variable rent equivalent to 10% of total fees received e.g. French, Drama, Chess, Trumpet lessons etc.
  - c) Non-chargeable activities provided for members of the local community will incur a small charge to cover caretaking and cleaning costs e.g. Police events, charity events etc.
  - d) Commercial activities will be charged the standard school letting fee on an hourly basis. This fee is reviewed annually by the Governors' Extended Services Committee e.g. Evening classes, Slimming clubs etc (see current Lettings Leaflet).
  - e) Use of the car park by local community groups will incur a small charge for one-off use or an agreed fee for longer periods of use.
5. The Learning Centre will usually be the space that is offered for lettings out of school hours, to minimise costs incurred by the school. However, at the Headteacher's discretion, there may be times when any part of the school building will be made available for letting purposes.
6. Any problems experienced in letting the building will be reported back to the Governors' Extended Services Committee.
7. Responsibility for the day-to-day management of lettings will be delegated to the Office Manager and her team, in direct liaison with the Headteacher.
8. Publicity materials promoting community use of the Learning Centre will be made available on request.
9. Lettings forms as recommended by the LA will be used to set up individual and block bookings for the Learning Centre and/or the school building.