

# SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

## LETTING OF ACADEMY PREMISES POLICY

**Mission statement:** We deliver high quality teaching and learning in an environment that meets the needs of our students, so that all achieve and enjoy.

### Background

1. The Governing Board have full responsibility for the use of the academy premises during the school day and outside normal school hours.
2. This includes the letting of academy premises to outside bodies and the control of all income and expenditure associated with such activities.
3. The Governing Board positively welcomes the contribution that well run voluntary groups which organise community based activities are able to make. The Governing Board encourages such ventures through the use of lettings.

### Aims of the Policy

4. The letting of the academy premises shall not detract from the primary objective of the academy as an educational establishment. Although providing a vital link with the community and other organisations, lettings shall be organised so that there is no disruption to the delivery of the curriculum and no cost to the students of the academy or their education.
5. The Governing Board's policy is to encourage the use of academy premises i.e. buildings and playing fields by the students, parents, community and organisations ranging from sports clubs to senior citizens' clubs and local businesses.
6. The income received from the letting of the academy premises will be used to assist the Governing Board to enhance and enrich the education and working environment of the students at Shirley High School.

### Equal Opportunities

7. The Governing Board consider the academy to be a vital resource for the community; individuals and groups who wish to make appropriate use of the academy premises are able to do so wherever this is reasonably possible.
8. The Governing Board positively encourages individuals or groups who wish to make reasonable use of the academy premises, regardless of their race, gender, disability, sexuality or religion.
9. The Governing Board will not accept applications for letting from people under 21 years of age. The hirer will accept responsibility for being on the premises, being in charge of the premises let and for ensuring that all conditions of the letting agreement are observed, particularly those relating to management and supervision of the premises.

### Categories of user

#### (a) Statutory user

10. Where statute provides that the School is required to be used or may not be used, those statutory provisions take precedence over all other uses.
11. Statutory use is defined as follows:
  - (a) use of premises for polling stations or political meetings when a local or parliamentary election has been declared;
  - (b) official meetings of the parish or parochial council;

(c) any other statutory purpose. Infrequent use of the School premises required by statute will be accommodated by the Governing Board at a rate to recover costs.

**(b) Designated users**

12. The Governing Board reserve the right to set charges at cost recovery and not at a level that would deter such user. Within this category, priority booking shall be given for extended use as follows:
- (a) within the School: the School's own activity – for example, Governor, staff or Shirley High School Parents' Association meetings, curriculum activities, fund raising activities for School funds;
  - (b) extended School activities: for example extra-curricular activities and clubs, community education or training events, approved childcare activities, non-profit making sport and interest courses and clubs, post 16 education programmes.

**(c) Private users**

13. Those that are not defined as statutory or designated users are defined by the Governing Board as private users

**Regulations for the letting of School premises**

14. The Governing Board have adopted regulations for the letting of academy premises, the details of which are annexed to this Policy.
15. The Policy and the regulations for the letting of academy premises will be sent to all enquirers and be posted on the academy intranet and website.

**Guidelines on charging**

16. The Governing Board sets charges for lettings on the following guidelines: the Policy is to set charges to bring additional income to the School taking account of Best Value, including elements such as insurance cover, heating and lighting, cleaning, staff overtime and fair wear and tear.
17. Details of the charges are annexed to this Policy.
18. Decisions to waive or reduce lettings fees are delegated to the Business Manager.
19. The Governing Board will review the charges for letting at least annually and reserve the right to review the charges at any time.
20. The Governing Board will give a minimum of 30 days notice of any increase in charges for letting.

**Administration of the Regulations**

21. While full responsibility for all lettings is with the Governing Board, the day to day management and administration is undertaken by the Business Manager and/or Facilities Manager.
22. The Governing Board reserves the right to withhold permission to let any part of the academy (although the right to make this decision may be delegated to the Principal and/or the Business Manager). In the case of dispute, the Governing Board's decision is final.
23. The Governing Board reserves the right to refuse entry to any group or organisation that has incurred a debt with the academy.
24. The Governing Board reserves the right to refuse to let the premises to any group or individual for purposes that are inconsistent with the ethos of the School.
25. Terms and Conditions for the hiring of Shirley High School, a list of current charges and an example application form are attached to this policy as appendices.