

Bowden House School

Lettings Policy

1. Adoption

The Resources Committee of the Governing Body at their meeting on 24 November 2020 reviewed the Lettings Policy set out below.

2. Introduction

The Governing Body recognises that the community may have a desire to use the school buildings and grounds (which are owned by the London Borough of Tower Hamlets) and has prepared this Policy having regard to the desirability of making the premises available for community or public use.

In preparation for an increase in school use, the Governing Body has developed a bookings procedure that takes into account the following:

- a fair process of bookings to allow all potential users access to hiring
- transparent charging
- a swift response to enquiries
- priority for long established, community users that provide services for children

The overriding aim of the Governing Body is to support the school in promoting high standards of educational achievement and any lettings of the premises will be considered with this in mind. The promotion of equality and the community cohesion of the local area are also important considerations that will be taken into account by the Governing Body in determining any letting.

3. Definition of a letting

A letting may be defined as:

“Any use of the school buildings and grounds by parties other than the school and its partners. This may be a community group such as a football team.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

- Governing Body meetings
- Extra-curricular activities for students organised by the school
- School performances
- Family learning
- Parents’ meetings
- Services provided by partner organisations within LBTH or other boroughs.

4. Priority for lettings

The Governing Body will generally consider lettings of the school premises where such provision furthers any charitable purpose for the benefit of: (a) students of the school or their families; or (b) people who live or work in the locality in which the school is situated.

The Governing Body is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings.

The following lettings are especially encouraged:

- educational activities open to school students and their families
- recreational activities open to school students and their families
- activities organised by local community groups for the benefit of the local community
- lettings to parents attached to the school
- lettings to people living in the school's local community
- lettings to voluntary organisations
- lettings to parent support groups
- lettings to self-help groups
- faith groups
- lettings to women's groups
- lettings to people with a disability
- lettings to low income groups
- lettings to children's groups
- lettings youth groups

Where there are competing lettings requests, the Governing Body will, in its complete discretion, determine priority having regard to the overriding aim specified above; the order in which requests are made and a general view that School Lettings should take priority over Community Lettings which should take priority over Commercial Lettings.

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities.

- commercial activities with little potential to generate income or support for the school
- events selling alcohol
- activities promoting gambling.

5. Types of Lettings

The Governing Body has agreed to define lettings under the following categories:

- School Lettings for activities for students or their parents and carers that provide educational benefit to students, which the school wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Commercial lettings will be charged on a cost plus an income margin for the school.

6. Charges

The Governing Body is responsible for setting charges for the letting of the school premises.

For the purpose of charging, the Headteacher or the School Business Manager are empowered to determine whether it is appropriate to let the school grounds to any group, individual or organisation. They are also able to agree the charge for any lettings, as they

deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax (VAT) to all transactions where this is appropriate.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional costs for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of Hire.

7. Letting times, available facilities and equipment

The following times, facilities and equipment available are agreed as follows:

- **Football/rugby pitches - Saturday 9am to 4pm. Sunday 9am to 4pm**
- **Basketball pitch/MUGA – as above**

Variations to these facilities and times will be subject to the approval of the Headteacher.

8. Conduct of users

This is set out in the Terms and Conditions for Hire of school premises (attached).

9. Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

10. Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Head teacher in accordance with the Governing Body's policy. Where appropriate, the Head teacher may delegate all or part of this responsibility, such as security, safeguarding to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors.

An annual report on lettings will be made to the Governing Body and will include information on users, finances, incidents and accidents, enquiries and any lettings refused.

11. Considering applications for lettings

Organisations seeking to hire the school premises should approach the Headteacher or the School Business Manager. Details of policy, charges and conditions of use should be given or referred to.

An Initial Request Form, a copy of which is attached to this policy, should be completed at this stage and submitted. A record of all enquiries should be kept on file.

The Headteacher or School Business Manager will decide on the application with consideration to:

- the priorities for lettings agreed by Governors and set out in the school's Lettings Policy
- the availability of the facilities

- the school's Equal Opportunities, Health and Safety and Safeguarding Policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

12. Issuing a Hire Agreement

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy Hire Agreement.

The Hire Agreement should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. The school will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover damage. A guarantee card should support cheques wherever possible.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Headteacher, on behalf of the Governing Body, has the right to refuse an application and no letting should be regarded as "booked" until approval has been given and the Hire Agreement has been signed and payment received in full. The reason for refusals should be recorded on the bottom of the Initial Application for Lettings form and fully explained to the enquirer.

As a general rule, the Premises will not be available for public meetings with political, religious or any other content where the matters for discussion are, in the Governing Body's opinion, obscene, sexist, homophobic, racist, offensive, controversial or sensitive in any way or which may breach community cohesion.

Summary of facilities available for hire:

Sports facility within easy reach of surrounding areas.

The facilities are available to any party who wish to use the facilities, subject to the School being satisfied that parties meet the requirement of the Schools Letting Policy (copy available)

Facilities

[Outdoor \(grass\) football pitch; rugby pitch and basketball court /MUGA](#)

Opening Times

School Term Time:

Saturday and Sunday: 9am – 4pm

School Holidays:

Saturday and Sunday : 9am – 4pm

Facilities Rates Per Hour

Outdoor (grass) football pitch - £40 per hour (training). £60 per match.

Payment by cash or cheque made payable to Bowden House School. We do not accept credit cards.

Late Payment and Dishonoured Cheques: will attract an admin charge of £25.

Access

To be agreed by the Headteacher or School Business Manager due to the electronic gate access

Management Responsibilities

The Headteacher on behalf of the London Borough of Tower Hamlets.

For hirers, first contact is with the staff that open & close facilities. The Headteacher to be called if not resolved.

Mechanism for Review

Annually by the school's Governing Body. Hirers will be provided with an evaluation form.

Equipment or facilities available:

Outdoor (grass) junior size football pitch; rugby pitch

Large open space with outdoor fitness equipment

Bowden House School is restricted in being able to offer its resources to groups during the school term as the students are in residence from Monday to Friday.

A local football team uses the outdoor site on Saturdays

Contact Details

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SUMMER TERM 2014
Up-dated September 2015
Up-dated November 2016
Up-dated March 2019
Up-dated January 2021

School: Bowden House

Policy: Lettings Policy

Agreed: Spring Term 2021

Responsibility: The Governing Body

Review Date: Spring Term 2022

Signed:

Chair of Governors

Date:
