




**KERR MACKIE PRIMARY SCHOOL**

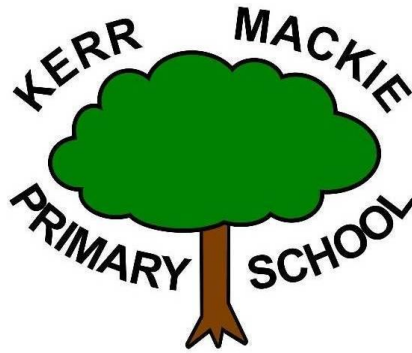
**HIRE OF SCHOOL, EDUCATION AND CHILDREN & FAMILIES  
PREMISES**

Adopted by Kerr Mackie Primary School Resources Committee on

Date 15 May 2017.....

Signed by Chair of Resources Committee .....

To be reviewed by Governors on 15 May 2018.....



## Lettings Policy

### Hire of School, Education and Children & Families Premises Policy

#### **1. Adoption**

The school governors have adopted the 2017/18 lettings SLA policy and the scale of charges set out below

#### **2. Policy Objectives**

The governors endorse the City Council's Hire of School Premises Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be utilised as a valuable community resource;
- (ii) educational usage of our premises constitute a natural priority;
- (iii) that a profit margin is desirable when derived from commercial usage but this is not the overriding objective when facilitating education activity and community activity by recommended users.

#### **3. Priority Usage**

The governors have agreed the following categories of priority user :-

- (i) recommended users;
- (ii) commercial users.

The governors have adhered in each case to the definitions identified in the City Council's Hire of School Premises Policy document (appendix 1).

#### **4. Applications for Recommended Status**

The governing body have delegated their power to determine recommended status to the Headteacher who will exercise discretion on their behalf to determine those organisations that, in addition to any organisation already identified by the City Council, may have recommended status at Kerr Mackie Primary School. These organisations are listed at section 5. The outcome of such decisions shall be a matter of report to the governing body each term. This does not preclude the Headteacher from referring sensitive applications to the full governing body at their discretion.

## 5. Categories of Recommended and Commercial

The governors may create additional categories of user in addition to recommended and commercial categories where there is sufficient reason to justify it. For example they may wish,

- to charge more to a commercial organisation who choose to use the school premises for the purpose of generating a profit; than they would wish to charge for a private user wishing to use the premises for a social or recreational purpose such as a wedding reception.
- To charge more to a voluntary group that serves the wider community than they would wish to charge a voluntary group that serves your own school / cluster of schools.

The governors have decided that for the purpose of charging there will be 2 categories of Commercial user and 3 categories of Recommended user. The table below provides definitions of these user groups

**Table 1. Allocation of Users of School Premises into Categories**

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>	<b>Group D</b>	<b>Group E</b>
Commercial users to be charged at school economic rates see appendix 1	Commercial users that are to be charged a discount from economic rates – see appendix 1	Recommended users determined by the City Council that are to be charged at the recommended hire charges – see appendix 1.	Recommended users that are to be charged a discount on the recommended rates – see appendix 1	Users that the school deem should have free usage of premises
<b>STAGECOACH</b>	<b>Child Seasons</b>	<b>LABOUR PARTY</b>		<b>AFTER SCHOOL CLUBS</b>
		<b>PHAB</b>		

## 6. Scale of Charges

In arriving at their scale of charges the governors have followed the following principles :-

- (i) that recommended users will be charged no more than the set scale of recommended charges identified by Leeds City Council, with consideration given to subsidies to some recommended users;
- (iv) that commercial users should generally be charged at least cost, plus an income margin for the school if desired;
- (v) that there will be parity of treatment for similar users;

For the purposes of charging, the Headteacher is empowered to determine to which charging group any individual or organisation belongs, Any organisation already identified by the Lettings Unit as having recommended status should not be charged more than the recommended hire charges determined by the City Council (group C). The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting takes place – as detailed in Appendix 1.

The scale of charges relating to the stated categories of users are detailed in table 2 below. No member of staff is allowed to vary or to deviate from the governors published charging policy. The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

**Table 2. Schedule of Charges from April 2017**

Facility	Group A Commercial Users	Group C Recommended Users	Group B and Group D
School Hall – Primary	£33/hr	£26hr	To be negotiated by the governing body with users identified in this category
Classroom / Meeting room – first room	£25/hr	£15/hr	
Each subsequent classroom / meeting room	£13/hr	£9/hr	

**Please return a copy of your policy to:**    **The Lettings Unit**  
**Education Leeds**  
**8<sup>th</sup> Floor East**  
**Merrion House**  
**LS2 8DT**  
**or**  
**e mail to: [educ.lettings@educationleeds.co.uk](mailto:educ.lettings@educationleeds.co.uk)**

**Appendix 1**

**External Groups and Activities to be recommended at the Leeds City Council charging rates (Group B)**

All organisations must be voluntary and non-profit making. Those organisations that will be considered as recommended and will pay no more than the recommended rate set by Leeds City Council must meet the following criteria;

- all adults involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work (**excluding registered voluntary organisations**)
- any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, CRB's, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment.

Any organisation not meeting the above criteria will be considered a commercial organisation and schools can set their own charges that should be a minimum of cost recovery, examples are;

- operating in a business capacity
- limited company
- charging competitive fees for tuition or admission
- income collected results in the retention of profit and/or equipment that can be considered as a resalable asset

<u>Category</u>	<u>Examples of groups included and any Specific criteria</u>	<u>Type of activity allowed</u>	<u>Any activity not allowed</u>
Special Needs / disability	<b>Gateway / social and activity clubs. Term time only Monday to Friday.</b>	<b>Groups with only registered disabled participants on role undertaking an activity</b>	<b>Respite care / Health / rehabilitation sessions linked to health or social care</b>

		session.	services / Fundraising / social events
<b>Community groups</b>	Neighbourhood watch / local campaign & environment, groups, historical societies / retired citizens activity clubs Term time only Monday to Friday	Regular activity sessions / committee meetings	Fundraising / social events
<b>Under 18 sports</b>	Any sport club affiliated to the relevant national governing body / achieved clubmark Term time only Monday to Sunday	Training sessions / fixtures and matches arranged between 2 single teams	Fundraising / tournaments / gala / competitions / social events / assessments & grading / adult meeting, training, matches.
<b>Supplementary schools</b>	Any school registered with Education Leeds learning communities team and working towards the national chartermark Term time only Monday to Sunday	Supplementary education for children in either mother tongue languages / culture or national curriculum	Religious teaching or observance / fundraising / social events
<b>Parish councils</b>	Any registered parish council Term time only Monday to Friday	Committee meetings	Fundraising / social events
<b>Political parties</b>	Any branch of a nationally registered party Term time only Monday to Friday	Committee meetings	Fundraising / social events / campaign meetings for election candidates
<b>Voluntary Organisations</b>	Any organisation that is a registered charity and provides a charity registration number, or evidences that it operates in a charitable manner. Voluntary organisations may pay the staff running the session but are entirely non-profit making. Many will be working in partnership with schools and clusters to deliver extended services and community activities Monday to Sunday term time only	Regular or project based activity / training sessions Partnership working with clusters and schools / extended services / wider community services	Fundraising / social event / tournaments / assessments & grading / competitions / gala / religious teaching observance.

**Internal groups - to be recommended at the Leeds City Council charging rates**

All of the following will have to provide an expenditure code and Z order number at the time of booking. The Lettings Unit will raise an internal invoice on FMS in order for the school to receive payment.

- LCC – Childrens Services - Youth programme
- LCC – Leisure and Culture - Leisure classes through SDU
- LCC – Members Services - MP / Cllr surgeries and public meetings
- LCC – Electoral Services - Polling stations
- LCC – all departments - delivering their service / meetings / presentations etc (Social Services / Highways / ALMO / Neighbourhoods/Housing area management teams)
- Education – LEA business – individual team's delivering their service / meetings / briefings (Finance / School organisation / Admissions / Communications / IT), Music Centres, Governor Support Services – Governors area meetings