

Use of School Premises



Agreed by Governors	Autumn 2022
Date for Review	Autumn 2025



USE OF WESTFIELD INFANT SCHOOL PREMISES

The Governors recognise the value of making the school available for hiring where possible, provided that any hiring is not detrimental to the school or its pupils.

The purpose of this policy is to ensure that any group or person hiring the school does so in a manner that is safe and acceptable.

This policy and the subsequent hiring process will follow the advice provided by the Leicestershire County Council Health, Safety and Wellbeing Department.

All hiring will be at the discretion of the Governing Board or its representatives who may refuse a hiring if they consider it is in the interests of the school to do so.

Aim

The aim of this document is to establish the policy for use of the School Premises. The Governing Board of Westfield Infant School acknowledges the right to determine the use of the school premises both in and out of school hours. They will ensure that the process of hiring is consistent, fair and equitable.

The Governing Board will:

- Ensure that relevant Governors are conversant with Admin Memo 17 and all its appendices to ensure effective process and practice
- Set the scale of charges in line with advice taken from the above memorandum
- Provide any hirer with; full information, application form and an up to date list of charges
- Ensure that hirers are aware of their responsibilities for example: emergency procedures, child protection, health and safety etc.
- Review the hiring policy and charges annually and make any changes as necessary
- Delegate the responsibility to the head teacher to decide whether the attendance of a Premises Officer/Key Holder is required at a hiring taking account of issues like health and safety, security and the nature of the activity
- Not allow the hiring of its premises to any organisation which may have racist objectives or policies
- Not allow the hiring of premises to any organisation that goes against the ethos and standards of the school
- Have relevant monitoring and evaluation procedures in place to ensure the policy works effectively

The Department for Education Governance Handbook November 2015 offers guidance to Governors on how school premises should be used. It states that:

All maintained school Governing Boards control the occupation and use of premises during and outside school hours. This means that Governing Boards have control over what happens in school buildings and grounds. They are also responsible for deciding how school facilities are used. There are limited exceptions to this, such as:

- In a school where a trust deed transfers control to someone other than the governing Board
- Where a Transfer of Control Agreement (TofCA) has been made (see below)
- Where the LA issues directions on how school premises should be used e.g. regular booking for youth or community groups; or
- Where the school is needed for local or general elections

Schools can accommodate extended and community services. Examples include after school clubs, adult education, out-of-school childcare (including breakfast clubs and holiday care), sport and youth clubs. Some schools offer or rent out their facilities to voluntary organisations.

These arrangements can benefit schools, their pupils and parents, and their local communities. Schools offering extended services may benefit from improved behaviour and attendance. These arrangements can also enable schools to make the best use of their facilities which may otherwise be underused before and after the school day and in school holidays.

Governing Boards may not use their delegated budget shares for anything other than the purposes of the school. The term 'purposes of the school' would normally be interpreted as including all activities that bring an educational benefit to pupils at the school. The term also includes spending on pupils registered at other maintained schools and providing community facilities for charitable services.

Governing Boards can charge for the provision of extended and community services.

Transfer of Control Agreements

Governing Boards can enter into a Transfer of Control Agreement (TofCA) as a way of sharing control of the school premises with another Board, or transferring control to it. The other Board, known as the 'controlling Board' will continue to occupy and use the premises during the times specified in the agreement. Transferring control of the premises to local community groups, sports associations and service providers can allow school facilities to be used without needing ongoing management or administrative time from the school staff. The governing Board of a community school must obtain the LA's consent before entering into a TofCA that transfers control during school hours.

It may not be necessary for a school to enter into a TofCA to enable another organisation to use their premises. Alternative options for a school include retaining overall control of the premises while subletting use or part of their premises to another organisation; or entering into a Service Level Agreement with another organisation.

Organisation

The Governing Board of Westfield Infant School has agreed to follow the guidance offered by the LA including the up-to-date recommended scale of charges.

Day to day management of this will be delegated to the Headteacher who will be guided by the following principles:

- Westfield Infant School is not a designated Community Centre so requests for lettings out of school hours will be considered individually.
- Westfield Infant School is recognised as a possible resource for community use but as the Westfield Community Centre is very close by it is not anticipated that there will be a great demand for the use of the school premises out of school hours.

- The Governors recognise the value of the work carried out by Westfield Infant School Association (WISA) and will support events by making the facilities available.
- The Governing Board will consider individual applications for lettings, which will include the consumption of alcohol on the school premises, or such activities that require an entertainment licence. Decisions will be made in the best interests of the safety and education of the pupils.
- The Governing Board are aware of the implications of the Disability Discrimination Act and work with the LA to provide reasonable adjustments to the building in order that long - term all the requirements of the act are met. **Further information can be found in the document Accessible Schools (Guidance) - Planning to increase access to schools for disabled pupils and the disabled community.** Due regard is paid to the six duties laid down in the Disability Discrimination Act of 2006.
- The Governing Board are also aware that as a provider of services they are also subject to the Race Relations (Amendment) Act 2000 and the Sex Discrimination Act 1995.
- Details of the use of the school for activities out of school hours will be included in the termly Headteacher's Report to Governors.

Administration

The administration of any lettings will be carried out by the Office Administrator / Bursar who will ensure that:

- ◆ Appropriate forms are completed. This is to be done in advance to ensure Indemnity Cover
- ◆ All forms and receipts are available for the Auditor
- ◆ Claims for Premises Officer/Key Holder letting fees and any overtime payments will be made on the appropriate Time Sheets.
- ◆ All income from lettings agreed by the Governors will be credited to the school budget.

Opening Out of School Hours for School Functions

Throughout the year there are a number of evenings when the school is required to be open beyond the usual school opening hours. When setting the budget the Governor Finance and Staffing sub-committee will estimate possible overtime expenses to be paid by the school to the Premises Officer/Key Holder for late openings and lettings.

This may include:

Parents/Carers Consultation Evenings during the Autumn and Spring Terms

Open Evening during the Summer Term

One Full Governors' meetings per term

Curriculum Evenings and Parent/Carer Information Evenings

Links with other Policies

This policy is linked to the Financial Regulations Policy, Partnership between Home and School Policy, Integration and Inclusion Policy, Health and Safety Policy and Lettings Policy.

Consultation

In line with the LA principle of partnership the following were consulted when drawing up this policy:

- Teaching Staff
- Support Staff
- Governors
- Parents/Carers
- Officers of Westfield Infant School Association
- LA

Dissemination of the Policy

All staff and Governors have access to a full copy of the policy. Full details and a copy of the policy is available on request to:

- Parents / Carers
- LA Officers
- OFSTED Inspectors
- Visitors
- Other interested Boards

Procedures for Policy Monitoring and Evaluation

Issues related to this policy will be reported as part of the termly Headteacher's Report to Governors. The Headteacher will monitor the policy and report any relevant information to the Finance and Staffing sub-committee and Premises and Health and Safety sub-committee.

This policy will be reviewed during the Autumn Term 2025 unless legislation requires that it is reviewed sooner.

Adopted by the Governing Board and Signed by
Chair of Governors

Date 23.11.22