



Dorset Education Partnership

# FERNDOWN UPPER SCHOOL

# LETTINGS POLICY

Policy first adopted November 1995

To be reviewed every three years

Reviewed June 2007

Reviewed May 2008

Reviewed July 2009

Reviewed May 2010

Reviewed June 2011

Reviewed October 2012

Reviewed October 2015

Reviewed

Reviewed

*This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*

## **AIMS**

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning. We recognise that the facilities could generate resources for the school. This policy sets out the criteria for making decisions on requests for use by external organisations.

## **Roles and responsibilities:**

The governing body, with advice from the Headteacher and SBM, will:

1. Balance the desire to generate income against the desire to support “worthy” groups within the

## FUS LETTINGS POLICY

community, agree the criteria to be used when deciding which groups are to be allowed to use the premises and consider requests for bookings against those criteria. Where applications are received from groups or organisations whose aims or ethos are in conflict with the school's aims the school reserves the right to refuse these.

2. Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
3. Consider issues of political balance (see point 1 above).
4. Consider the implications of all requests received for the health, safety and security of pupils and staff.
5. Consider the implications for workload of all staff of any decisions it makes.

The Headteacher and SBM will:

1. Establish a central booking system.
2. Apply the criteria agreed by the governing body and consult the Resources Committee on requests for bookings which do not meet them or where there is potential conflict of interest.

### **Arrangements for monitoring and evaluation:**

The Resources Committee of the governing body will receive reports from the SBM on an annual basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

Issues that required intervention by the SBM will be noted, together with the action taken and the outcome. The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

<b>FUS LETTINGS CHARGES 15/16</b>									
	<b>ADULT ED NIGHTS</b>	<b>Non adult ed or Beyond 19:00</b>	<b>WEEKEND/HOLIDAY - Sessions are: 8.30 &gt; 12.30 / 12:30 &gt; 16:30 / 16:30 &gt; 22:00</b>						
	£ 26.00		<b>1st Session</b>	<b>Total 1 session</b>	<b>2nd session</b>	<b>Total 2 sessions</b>	<b>3rd session</b>	<b>Total 3 sessions</b>	
				<b>Staff costs</b>					
CLASSROOMS	£ 26.25	£ 31.00 £ 31.00	£ 42.00	+ £ 30.00	£ 72.00	£ 50.00	£ 122.00	£ 40.00	£ 162.00
ADDITIONAL CLASSROOMS	£ 26.00	£ 11.00	£ 5.00	+ £ -	£ 5.00	£ 5.00	£ 10.00	£ 5.00	£ 15.00
MAIN HALL (includes conf room and 2 classrooms)	£ 26.00	£ 31.00 £ 31.00	£ 42.00	+ £ 30.00	£ 72.00	£ 50.00	£ 122.00	£ 40.00	£ 162.00
DINING ROOMS	£ 26.25	£ 31.00 £ 31.00	£ 42.00	+ £ 30.00	£ 72.00	£ 50.00	£ 122.00	£ 40.00	£ 162.00
KITCHENS	£ 73.50	£ 105.00	£ 44.00	+ £ 80.00	£ 124.00	£ 44.00	£ 168.00	£ 44.00	£ 212.00
CAR PARK	£ 84.00	£ 84.00	£ 84.00		£ 84.00	£ 50.40	£ 134.40	£ 33.60	£ 168.00