



# **THE BISHOPSWOOD SCHOOLS FEDERATION**

## **COMMUNITY AND LETTINGS POLICY**

### **Policy statement**

The Governors of the Bishopswood Schools Federation are committed to community education and seek to encourage and promote activities using the school facilities, at the Governors discretion, that benefit the community as a whole.

Education at the Bishopswood Schools Federation seeks to embrace the community and believes that all members of the community should demonstrate a mutual respect for each other.

### **Lettings**

- Areas of the school may therefore be let in accordance with this statement.
- Tariffs are set in accordance with Hampshire County guidelines and discretion of Governors and Headteacher.
- Hampshire County Council and the Governing Body or delegated Committee oversee procedures with reference to lettings.
- Relevant subsidies are offered to selected groups in line with county guidelines. i.e. charitable events
- The Executive Headteacher manages lettings on behalf of the Governing Body.
- All income is paid into the school budget to maintain premises and cover relevant staffing and energy costs.
- All lettings revenue contributes to the delivery of the school improvement plan.
- In line with County guidelines, all hirer invoices must be paid within 30 days. If a reminder letter has to be sent an Admin charge of £5.00 will be added to the bill.
- Charges will be available from the school on request

### **VAT**

All hires will include VAT unless they meet all of the following requirements:-

- Be non profit making
- Have no paid members
- There must be a series of a minimum of 10 lets without break
- Written agreement is evidenced and signed

### **Charges**

County has a suggested letting charge guideline which looks at the following areas and price per session:-

**Group 1**

- Community Groups composed of children under the age of 18, the elderly or people with registered disabilities.
- During normal school hours

**Group 2**

- Not a concurrent user inside/ outside normal school hours.
- Other community users

To hire on a Sunday double the normal hourly rate should be charged.

**Policy Reviewed** – November 2020

**Next Review** – November 2022