



'Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers

Lettings Policy

Reviewed March 2016

LETTINGS POLICY

The Governing Body controls the use of the premises inside and outside of school hours on both the Town and London Road Sites.

The Governing Body has decided that no lettings will be sanctioned other than those listed below. This is in the best interests of the pupils/students attending the school.

Those lettings that are sanctioned must not use, permit or allow rooms/sites to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

1 THE HEAD TEACHER

The Governing Body empowers the Head Teacher to sanction any reasonable use of the premises in line with the curriculum delivery or which will benefit the pupils/students and the community that it serves. The Governing Body will be kept informed of the use of the building.

2 THE LA

The LA may give directions to the Governing Body about the use of the school premises.

3 THE FRIENDS OF THE SCHOOL (REGISTERED CHARITY)

The Friends of the School will be allowed free access to the building to hold meetings and fund raising events in so far as they are held to benefit the pupils/students attending the school. This free use of the school exists only if the building can be secured by the Caretakers, Head or Deputy Head Teachers and when if the Governing Body is assured that the Friends hold their own insurance. The Friends will cover the cost of any damage sustained by their actions or activities and make good same. No cost will be met for such use and if any is caused by whatsoever means this will be levied to the Friends.

4 SATURDAY CLUB

This club will be allowed access to the facilities as detailed in a Service Level Agreement (SLA) which must be in place prior to any event. Such SLA will provide full event and contact details, the charge to be levied, the responsibilities of the event provider, the responsibilities of Newark Orchard School and will be signed by both parties. The SLA will be reviewed on an annual basis. A Caretakers Check List will be completed at the end of every session to confirm the condition of the property. Any damage caused by the event providers will be paid for in full. Invoices will be issued on a termly basis with the cost to be determined prior to any event.

5 MENCAP

MENCAP will be allowed access to the facilities as detailed in the Service Level Agreement (SLA) which must be in place. Such SLA will provide full details of facilities to be used, contact details, charges to be levied, the responsibilities of representatives of MENCAP and Newark Orchard School and signed by both parties. The SLA will be reviewed on an annual basis. Any

damage caused by representatives/employees of MENCAP or their visitors will be paid for in full. Invoices will be issued on an annual basis.

6 POLICY FOR CHARGING FOR SCHOOL RELATED ACTIVITIES

The effect of the Education Reform Act 1988 on charging in schools is set out in DfEE Circular 2/89. LAs and Governing Bodies have a duty to state a policy on charging with effect from 1st April 1989, and until such a policy is stated, no charges may be levied. This document seeks to fulfil that requirement.

Residential Visits

At this school, all such visits take place wholly outside school hours, and therefore will continue to be funded by parents as before. It is already school policy that no child be excluded on financial grounds alone, and this will continue with remission arrangements for children whose families are on Income Support or who are in receipt of Family Credit in accordance with the requirements of the Act and Circular 2/89.

Day Visits at least 50% in school time

In accordance with the requirements of the Act and Circular 2/89, these will be funded by voluntary contributions from parents based on the cost per child. If there are insufficient funds forthcoming by this method then either:

- i) the trip will be cancelled OR
- ii) those contributions collected will be returned and the whole cost met from school sources.

To this end, where proposed visits fall within this category, as part of the information sent out to parents, the following will be included:

Parents/carers are asked to make a voluntary contribution of per child for this, which should be sent to the school prior to the trip taking place. Failure to make a contribution in respect of a child will not result in differential treatment of that child, but should too few such contributions be received, the visit may have to be cancelled.

It is already school policy that no child be excluded on financial grounds alone, and this will continue with remission arrangements for children whose families are on Income Support or who are in receipt of Family Credit in accordance with the requirements of the Act and Circular 2/89.

Non-Residential Visits at least 50% out of school time

Visits in this category are rare, but examples might be visits to sports events in the evenings or at weekends. These will continue to be funded by parents as before. It is already school policy that no child be excluded on financial grounds alone, and this will continue with remission arrangements for children whose families are on Income Support or who are in receipt of Family Credit in accordance with the requirements of the Act and Circular 2/89.

Activities Arranged by Third Parties

The regulations allow for charging for activities which are arranged by outside third parties such as a tour operator etc. Where visits fall into this category, a charge will continue to be made. It is already school policy that no child be excluded on financial grounds alone, and this will continue with remission arrangements for children whose families are on Income Support or who are in receipt of Family Credit in accordance with the requirements of the Act and Circular 2/89.

This policy should be read in the context of DfEE Circular 2/89 and the LA's charging policy. This school policy may be varied by resolution of the Governing Body at any time.