



# FINHAM PARK SCHOOL

*A DFE Mathematics and Computing College*

## **USE OF PREMISES POLICY**



## **COMMUNITY USE OF THE SITE AND BUILDINGS**

### **Policy Statement**

#### **1) Introduction**

This policy statement contains elements which ensure that:

- a) It reflects City Council policy on Community education;
- b) It reflects School policy on Community education;
- c) The interests of students and teachers are safeguarded, as is the prime obligation of the school to deliver statutory education;
- d) Site, buildings and equipment are maintained in good condition;
- e) Health and safety law and good practice are observed;
- f) Any other relevant laws are observed
- g) Constraints imposed by limitations of staffing and resources are recognised.

#### **2) The Statement**

- a) It is the policy of Coventry City Council to encourage governors to open their Premises for the use by the local community when not required by the school. The Authority promotes Community Education and provides learning opportunities through activities such as Adult Education, the Youth and Children's Services, Sport, Art, Culture and Community development in which the use of school facilities are central to many of the programmes. In view of this the Governors recognise their obligation to ensure that adequate facilities are made available to local community groups and to the Children, Learning & Young People Directorate (CLYP) for community activities and educational programmes.
- b) Finham Park School sees its work as central to the life of the local community, and in making available its site and building for community use seeks to work with and assist neighbourhood services, voluntary groups and individuals in meeting local needs.
- c) It is the Governors' belief that the school should be a unified and integrated institution – it is the aim that school and community provision should be perceived as one by leadership, staff, users and local people.
- d) In making its facilities available for community use the school seeks to plan with, rather than for, local people.



- e) In organising community activities the school seeks to extend and strengthen the range of local services rather than to duplicate existing provision.
- f) As a community school Finham Park is seen as a partnership or triangle made up of the LA, the school and the local community. This partnership is not equal in all matters, and one such matter is the right of the school in the area of student welfare. Individuals, organisations and groups from the local community must recognise that the building that they occupy for community activities is an establishment statutorily designed for the education of young people aged 11-19. Any community activities which disrupt the prime purpose will place strain on the partnership. The Governors have therefore charged the Headteacher with ensuring that no community activity inhibits in any way the task of the school in educating its students, and with facilitating effective and harmonious relations between the school and the local community.
- g) It is central to the school's Community education philosophy that not only should adults from the local community benefit from the opening up of the site and buildings by having ready access to services, activities and facilities, but students should have their curriculum enriched as a consequence of the central role of the school in the community.
- h) In making arrangements for the use of the site and buildings by individuals and groups the Governors have charged the Headteacher with ensuring that conditions of use are drawn up which ensure that the maintenance and cleanliness of site, buildings fabric and equipment in good condition, and which provide for individual and user group responsibility for leaving these in an appropriate condition for school purposes and for making good any damage or loss.
- i) In making available the school's facilities for use by the local community the Governors have charged the Headteacher with ensuring that all relevant Health and Safety regulations are observed.
- j) In all planning for the use of the site and buildings by the local community the Governors charge the Headteacher with ensuring that the extent of use does not exceed that which can be adequately and effectively accommodated within the constraints of available resources and staffing, and which does not place excessive demands on and impair relations with Site Service staff.
- k) Community activities will either be self financing or charged to the LA. They will not incur any charge on the school's delegated budget for its students of statutory school age, and they will be charged at such a level to ensure that all overheads are met including adequate staffing, maintenance, cleaning and security of the facilities involved.
- l) Whilst it will be an important principle that no community activity should incur a charge on the school (see (k) above), in setting charges for which they are



responsible the Governors wish there to be a sensible balance between the need to provide services and facilities at a reasonable cost and the opportunity to generate income.

### 3) **Potential Users**

As well as the obvious categories of:

- Our own school students
- Parents
- Staff

we expect these to include:

- CCC Youth Service
- Finham Park Adult Education Centre
- Local clubs, societies and voluntary groups
- Local schools including Finham Park's feeder schools
- Individuals from the local community.

It is necessary to take note that the City Council:

- a) Requires Governors, if necessary, to maintain their own list of groups, organisations and individuals whose hire or use of the school premises has been restricted by the Governors with reasons for this restriction;
- b) Has strict rules on markets, fairs and car boot sales;
- c) Requires the premises to be made available for political meetings, before elections if required, or for use as polling stations requested;
- d) Has a policy which differentiates between the categories of users for activities which it sponsors;
- e) Does not let facilities to persons under 18.

### 4) **The availability of the facilities**

Bearing in mind that the need to ensure adequate cleaning time for all areas will have to be met within any programme of use, the following is proposed:-

#### a) Term Time

- i) During school sessions the only community use of the site will be by special arrangement and normally will be in connection with the school curriculum. Parents and friends are most welcome in school but restrictions of space will make it difficult to offer community activities during school sessions.



Nevertheless it is hoped that teachers in many curriculum areas will make use of the community as a curricular resource. When there are spaces in KS4 teaching groups, teachers who wish to welcome adults into classes will be encouraged to do so.

ii) During the week outside school hours the proposed pattern is:-

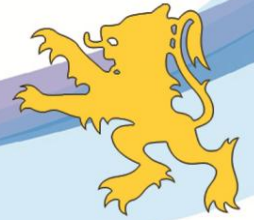
- Before school : Little demand is anticipated but there could be a call for specialist sports training facilities.
- 3:30 – 5:00 : Normally school use only, although occasional special arrangements may be made.
- 5:00 – 7:00 : Special concessionary rate period for children’s and youth groups.
- 7:00 – 10:00 : Normal lettings – adult education classes, youth club, clubs, societies, voluntary groups, individuals.
- After 10:00 : By special arrangement only – normally for “one off” functions only by agreement with the Site Services Staff.

iii) At Weekends the proposed pattern is:-

- Saturday : By day the buildings and sports facilities to be available to a range of users with the school having priority use of sports facilities on Saturday morning.
- Sunday : By day sports facilities together with a limited area of the buildings. Evening use will involve occasional “one off” functions only.

b) In School Holidays

- i) Evening use would be as per term time.
- ii) Facilities would also be made available during the day, but the extent of availability will depend on (a) the maintenance and redecoration programme; (b) the availability of appropriate staffing.
- iii) Weekend use would be as per term time.
- iv) Prioritisation of use
- 1) The City Council requires priority use to be given to adult education classes.
  - 2) School functions have priority, but will normally be booked a term in advance.



- 3) Youth groups have priority use between 5:00 pm and 7:00 pm.
- 4) Priority is given to individuals, clubs and societies from within the school's priority area, then to others from inside the City, and only then to users from outside the City.

v) Staffing

- 1) There is a Site Service Officer on duty each evening and at the weekend. In the event of an emergency the Site Service Officer can call for assistance from members of the Leadership Team who live locally.
- 2) Clerical/Administrative Support is provided on two evenings per week by the Adult Education Service.

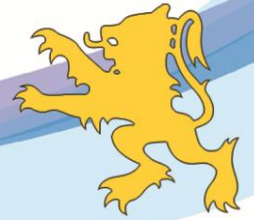
vi) Equipment/Consumables

- 1) It is anticipated that central equipment costs will be limited to:-
  - Additional signposting;
  - Storage/filing facilities;
  - Office consumables.
- 2) There is an ongoing need to consider carefully the implications of dual use of PE equipment.
- 3) Careful arrangements need to be made to ensure proper liaison between school staff responsible for equipment and community users of the same equipment.
- 4) Consumables required will be chiefly stationery.

vii) Booking systems and invoicing

The Facilities Manager is responsible for operating the booking system:

- 1) The booking system comprises the means of:-
  - Making bookings;
  - Recording bookings;
  - Confirming bookings;
  - Informing the Site Services Officer on duty;
  - Recording special equipment needs;
  - Recording setting out arrangements;



Recording clearing up arrangements;  
Registering and facilitating special cleaning needs;  
AND  
Dealing with cancellations.

- 2) The invoicing system is also provided “in house”.

It is recommended that bookings be taken up to 12 months in advance, and that long term lettings run for no more than 12 months. Where a booking is made for a whole year the renewal point will normally be 1<sup>st</sup> September.

viii) Implications for Site Services Officers

Weekend and late evening use during weekdays is dependent on the willingness of Site Service Officers to provide support. This overtime is undertaken entirely at their discretion. It is important to maintain good working relationships and to ensure adequate advance warning of any overtime to be requested.

ix) Overheads

As well as staffing costs (see Section v above), such areas as energy and cleaning costs are clearly relevant, and heavy use of the buildings could imply some increase in maintenance costs. Present charges made by the City Council take these into account. It therefore seems sensible to take these as a starting point for the charging policy and to review the situation every 12 months in the light of both experience and knowledge of the policies developing at other schools.

It should be noted that consideration needs to be given to charging for additional marking out of sports pitches which is sometimes requested by local clubs.

x) User Regulations (See Conditions of Hire of Accommodation Booklet)

So that all parties know where they stand and responsibilities, liability and conditions are clearly spelt out, careful user regulations will be drawn up to cover the following:-

- 1) General User Regulations.
  - 2) Specialist User Regulations:-
    - a) Sports facilities;
    - b) The Theatre;
    - c) Catering facilities;
- ;



It is important that these are drawn up in consultation with members of staff with the appropriate specialist knowledge.

1) General User Regulations include the following:-

- How rooms may be hired?
- Periods of time for which they may be hired
- Hirers' obligations
- Signing in Procedures
- Details of any special permission required
- A note on disturbance to neighbours
- Arrangements for cancellation
- Priority use policies
- Care of furniture and fabric
- Consumption of food and drink
- Liability
- Legal obligations
- Flyposting
- Access requirements
- First Aid Provision
- Health & Safety procedures
- Fire and other safety regulations
- Plan indication room layout

xi) Charges

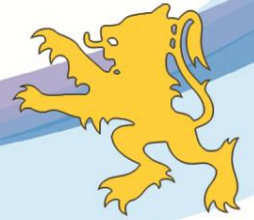
- 1) The City Council operates a recommended scale of charges.
- 2) Governors will take into account charges set by the City Council when setting the school's charges. These will be reviewed annually.
- 3) Governors will continue the City Council's policy of requiring a £100.00 bond to be deposited by hirers of facilities for certain functions – eg weddings and festivals. This is intended to cover any unexpected additional costs such as additional cleaning, repair of any damage etc.
- 4) Governors will take steps to ensure that any liability for VAT is met.

xii) Income

- 1) The City Council's draft paper, "Notes for Heads and Boards of Governors on the use of School Premises Outside School Hours Effective from 1<sup>st</sup> April 1991" contains the following:-

*"In accordance with the delegation of powers to school Governors for management of mainstream school budgets, schools and community colleges will manage both school and community resources as one cost centre"*





.....And gives reasons for this.

- 2) In any case, there are many areas in which spending cannot easily be specifically designated “community” or “school”, - eg improvement of facilities, cleaning, etc.
- 3) It therefore makes little sense to attempt a rigid distinction between school and community for accounting purposes. Nevertheless, it will be clear where income is received that, in almost all cases, it will be as a result of community use, and that it can be clearly identified as such within the school’s budget control systems.
- 4) With this in mind it is important that, as far as is possible, such costs as can be clearly identified as “community costs” – eg specific staffing costs – be met from within community income, and that the extent of such income be reviewed regularly with a view to its being possible to recommend other spending which may foster community education development as appropriate. It is important to note that the school’s delegated budget must not be spent on items/staffing which might be regarded as being solely for Community Education.

xiii) Promoting community use of the site and buildings

- 1) Adult Education is promoted via city wide free newspaper coverage.
- 2) The Youth Club has its own publicity policies.
- 3) The availability of the schools buildings and facilities for lettings is publicised via leaflets and will shortly be added to the School’s website.

xiv) Insurance

- 1) The Governing Body is insured by the City Council against any claims arising from the deficiencies of the buildings, equipment or staff.
- 2) The Governing Body itself is insured against Third Party claims made against hirers of the premises.

## **FINHAM PARK SCHOOL**

### **COMMUNITY USE OF THE PREMISES: CHARGING POLICIES**



- 1 With the exception of the categories listed in 2 and 3 below the scale of charges will be that operated by the LA throughout the City.
- 2 No hire charge will be made for the use of the premises for the following at any time, but charges will normally be made for any necessary additional cleaning and, at weekends, for any necessary costs of caretaking and fuel:-
  - i) Adult Education classes, whether sponsored by the LA or school;
  - ii) All events organised for and by the Finham Park Youth Club;
  - iii) All events involving any of pupils, parents, staff and governors held under the auspices of Finham Park School;
  - iv) Staff social events;
  - v) School sports fixtures;
  - vi) Primary school events/use before 19:00 hours.
- 3 Where an organisation wishes to hire facilities for the sole purpose of raising money for a recognised charity they may, at the discretion of the Governors, be charged at the concessionary rate.
- 4 For certain functions eg weddings/festivals the Governors reserve the right to make an additional charge in the form of a deposit of £100.00 as per City Council policies (see attached).
- 5 The Governors delegate to the Headteacher, the power to vary lettings rates in exceptional circumstances – eg large lettings, major sporting activities etc.

**Note: PRIORITY USE will be given to:**

- i) Adult Education classes;
- ii) Finham Park Youth Club;
- iii) School functions (normally booked a term in advance);
- iv) Primary Schools before 19:00 hours.
- v) Individuals, clubs, societies within the school's priority area, then to others from inside the City, and only then to users from outside the City.



## USE OF PREMISES POLICY

Written by J Hawker

Review date:

Review date:

September 2010

March 2011

July 2012

Approved by Governors:

2 October 2012

Signed:

MARK BAILIE  
Headteacher

Date:

Signed:

PETER BURNS  
Chair of Governors

Date: