

# Shared Use of Lettings Policy

## Norfolk LEA Policy On Shared Use

1.1 On 21st September 1988 the Education Committee agreed a policy for the shared use of school and colleges in the community. The policy is as follows:

'The LEA is wholly committed to the principle of the shared use of school, college and other educational premises. The commitment is founded on a two-fold aim: -

- a. to draw schools, colleges, Adult Education and the Youth and Community Service and other educational providers into a closer partnership with the local community and
- b. to optimise the use of educational facilities.

The LEA recognises that Governors, Headteachers, will develop individual guidelines to anticipate and determine the practicalities of achieving the shared use of facilities but sets the following policy as a framework within which all schools must work: -

- i. Schools, Adult Education and the Youth and Community Service are complimentary elements of the LEA's provision. Whilst schools will clearly be regarded as the principle and major users of their own premises, the needs of Adult Education and the Youth and Community Service must also be taken in to account when determining such use;
- ii. Shared use of premises may only be undertaken when facilities are not directly required by the LEA users on behalf of their students;
- iii. For the purposes of shared use, premises may normally be considered to be available: -
  - From 8.00am to 10.30pm
  - For seven days a week
  - For 48 weeks in the year
- iv. In order to facilitate shared use for the users, each governing body should determine and publish its guidelines and procedures within this policy.

In the terms of the School Standards and Framework Act 1998, this policy framework applies to maintained schools only. However, the LEA wishes to recommend these principles also to governors of voluntary schools.'

1.2 On 1<sup>st</sup> April 1993 the policy ceased to apply to FE Colleges.

1.3 The policy relates only to use of the premises outside the school day. Groups should not be charged for the use of school premises during the school day, deemed as 8.00am - 6.00pm.

1.4 Guidelines for the development of school policies and procedures, referred to in section (iv) of the LEA policy above and as also recommended for voluntary schools, are at [Annex 1](#).

## ANNEX 1

## **Guidelines For School Policy & Procedures On Shared Use**

1. The Governors and Head teachers should agree a shared use policy. Schools may wish to implement the County Council policy without amendment (section 1 of the main document).
2. The Governors should also agree a charging policy for users who are not entitled to a subsidy from the County Council.
3. Reference should be made to any policy of the Governing Body restricting smoking on the premises.
4. The schools Procedure should cover the following points:
  - a. The identification of the peoples responsible for the management and administration of the school's shared use policy;
  - b. The arrangements to be made with regular users of the premises to determine a programme for each academic year;
  - c. The arrangements for making casual bookings, checking the hirer's registration number and monitoring the use for the school;
  - d. The method of informing hirers about the conditions of use;
  - e. The arrangements for the receipt and banking of monies from hirers and issuing receipts;
  - f. The arrangements for the claiming of subsidies from the County Council;
  - g. The method of informing staff of out of school use of school premises, including anticipated re-arrangement of furniture;
  - h. The arrangements where the regular key holder is not available;
  - i. The security arrangements, which must be followed by a responsible person other than the regular key holder (i.e. the caretaker);
  - j. The agreed arrangements when a school has to be temporarily closed;
  - k. Who should be consulted when decisions are being made about possible closure;
  - l. How the school will fulfil its health and safety responsibilities. A statement of First Aid arrangements on the premises and the procedure for reporting accidents occurring on the premises. A statement on the location and availability of the emergency telephone;