

## **SCHOOL LETTING**

The objective of this document is to provide guidance to school staff and volunteers on the procedures for using schools on weekday evenings, weekends and holiday periods.

**Persons Responsible for this guidance are:** Head Teachers, Managers, Supervisory Staff, Staff and school volunteers.

**It should be read in conjunction with EDC policy document ‘School Letting Policy – Revised (2007)’ and the ‘Policy for the Protection of Children in Council Let Facilities (2004)’.**

### **1. INTRODUCTION**

- 1.1. The use of educational establishments (i.e. schools) on weekday evenings during term time, weekends and holiday periods is managed through the East Dunbartonshire School Letting Policy. This policy seeks to ensure the availability of schools for the core functions of the education authority. It also seeks to create opportunities for the community use of schools.
- 1.2. After consultation with School Councils and Head Teachers the School Letting Policy was approved by Council in 2004. School letting is the responsibility of Community Services and is administered by the School Letting Office based at 36 Roman Road, Bearsden, G61 2SQ. Tel: 0141 578 8695, email: [letting@eastdunbarton.gov.uk](mailto:letting@eastdunbarton.gov.uk).

### **2. EXPLANATION OF TERMS**

- 2.1. **School time** is the period of the day during which schools undertake their core function with no involvement from the school letting office. School time is between 08:00 and 17:30 Monday to Friday during term time.
- 2.2. **Community use time** is the period of the day when schools are available for community use. Community use time is between 18:30 and 22:00 during weekday evenings during the letting period and on Saturdays between 09:00 and 17:00.
- 2.3. **School Period** is the period of the year when educational establishments are reserved for school use in the evening. The school period is about one week at the beginning of term one, one week at the end of term one (in December) and about two weeks at the end of term 3 (at the end of June). The school period is show in **Appendix 1**.
- 2.4. **Letting Period** is the period of year during which educational establishments are available for community use. The letting period roughly equates to term time not including the weeks reserved for school use (i.e. the school period). The letting period is show in **Appendix 1**.
- 2.5. The **Holiday Period** roughly equates to the school holiday periods; i.e. summer, October, winter and Easter. The holiday period is show in **Appendix 1**.

- 2.6. The **Letting Plan** is a term used to describe the times spaces and venues available for letting. The School Letting Office may describe a let as happening within or out with the letting plan. For instance a let during Sundays, holiday periods and or after 22:00 on weekday evenings is out with the letting plan.
- 2.7. **Sessional let** is a term used to describe a let that repeats throughout the year; for instance, a let for a school football team every Saturday morning during term time. Sessional lets run throughout the letting year (or session) and are applied for before the beginning of the letting year.
- 2.8. **Letting Year** is a term used to describe the calendar year starting the first day of term 1. The letting year is a term used for the administration of school lets.
- 2.9. **Casual let** is term used to describe all other lets that are not sessional lets. Casual lets typically happen on an ad hoc basis; for instance, once a month.

### **3. EDUCATION SERVICE LEVEL AGREEMENT (SLA)**

- 3.1. The Education Service Level Agreement or SLA is a contract between the Community Services Department and the , Facilities Management Service. Facilities Management provide all of the cleaning and janitorial services in educational establishments. The Education SLA sets out the extent and standard of cleaning and janitorial services in schools. The contract sets out a pattern of cover for school lets.
- 3.2. A budget is set aside by the Communities Directorate to pay for a ‘core period’ of cover. This period includes: weekday evenings in secondary schools during the ‘school’ and ‘letting’ periods; 8 PTA meetings and 8 School Council meetings a year per school; and, a pattern of cover that includes sessional lets in primary and secondary schools. All lets happening out with this ‘core period’ incur an additional Facilities Management charge (typically £20 per hour). In many instances the School Letting Office absorb this additional charge, however, the budget to subsidise lets is finite and a policy of restricting free or concessionary lets is applied.
- 3.3. Typically one site co-ordinator or facility assistant shall be on duty to cover a school let. It is the responsibility of this member of staff to:
  - 3.3.1. Ensure the opening and closing of the premises before and after lets.
  - 3.3.2. Prepare accommodation for lets as appropriate and ensure let times and conditions are adhered to and are cleared and cleaned in readiness for the normal premise programme.
  - 3.3.3. Supervision of premises and grounds during lets to prevent vandalism and to report any breach of discipline to the appropriate authority or leader. During attendance at lets, deal with emergencies and act as a reporting point.
  - 3.3.4. Advise the lessee on the terms and conditions of let, fire and evacuation procedures and other health and safety related issues. Report to the lessee immediately any damage done to the building, fabric or furniture by reason of let.
  - 3.3.5. Advise the School Letting Office of any instances where contractor work will prohibit a let taking place.

- 3.4. It is important to stress that Facilities Management staff are not responsible for supervising the children or adults attending or participating in lets. It is the responsibility of the customer to supervise the behaviour and conduct of persons attending or participating in a let.

#### **4. OUT OF SCHOOL CARE PROVISION**

- 4.1. Out of School Care provision happens during school time in a number of educational establishments. Out of School Care is a very important service for the community and East Dunbartonshire Council enters into partnership with a number of independent providers to ensure a good provision across the authority. The establishment of an Out of School Care service in a school is achieved through a process of dialogue and discussion between the Early Years and Childcare Section and the respective Head Teacher.
- 4.2. Out of School Care providers are required to book the spaces they need through the school letting office. There are guidelines available for effective communication between Head Teachers and Out of School Care Managers. These guidelines are called the 'Out of School Care Protocols'. They are available from the Early Years and Childcare Section of East Dunbartonshire Council – contact the Children's Service Development Officer on 0141 578 8697.

#### **5. PROCEDURE FOR BOOKING A LET**

- 5.1. All use of educational establishments out with school time must be requested through the school letting office. Requesting a let through the school letting office is the only means of ensuring an educational establishment is opened and that the activities therein are covered by the East Dunbartonshire Council's insurance scheme (restrictions apply).
- 5.2. The use of a school must be requested by completing a school let application form. A new school let application form for school customers to use is available from the School Letting Office - ***School Let Booking Proforma***.
- 5.3. When completing a let booking, a school customer must complete the form in full remembering to note the cost centre and subjective code. This information is necessary when processing lets that will happen out with the letting plan. It may also be necessary to process a let that is submitted late.
- 5.4. Typically there are 5 categories of let applied for by school customers. These are PTA meeting, PTA fundraising meeting, School Council meeting, parent's evenings and school activities/clubs. When applying for a school let the appropriate category of let should be marked on the booking form.
- 5.5. A let is not confirmed until the customer is sent a confirmation letter. The confirmation letter is not a bill or invoice. If payment for a let is required an invoice will be sent at the end of the respective letting period; i.e. lets happening during term 1 are billed at the end of December; lets happening in term 2 are billed at the end of March, lets happening during term 3 are billed at the end of June; lets happening during the summer holidays are billed at the end of August. No lets shall be confirmed over the phone.
- 5.6. School customers must comply with the terms and conditions of let.

- 5.7. Requests for let should be made at least five working days before the date of the let. Lets applied for less than 5 working days before the date of the let shall be subject to a late booking fee. This shall typically be equivalent to the cost of opening a school for let; e.g. the cost of opening a primary school on a weekday is calculated as follows: (Number of hours requested + 0.75 of an hour) x £20. Higher rates apply during Sundays and public holidays. In instances where the school is open through the Education SLA 'core period' a late booking of £15 shall be applied.
- 5.8. Five working days notice must also be given for cancelling a let. If less notice is given a cancellation fee equivalent to the cost of opening the school for use shall apply (see above). In instances where the school will be open for another customer a £15 fee shall apply.
- 5.9. Typically one site co-ordinator or facility assistant shall be on duty to cover a let. In instances where a school customer requires a member of FM staff to fulfil additional duties or requests a second member of FM staff to cover a let, notice must be given to the school letting office. In such instances the cost of the additional member of FM staff shall be charged to the school.
- 5.10. School activities happening during school time shall not require to be processed as a let. On occasion a Council Service or an external body or organisation may request the use of a school during school time. In circumstances like this the Council Service or external organisation should approach the Head Teacher for permission. Lets such as these shall not be processed as school lets. There are, however, two exceptions to this rule. In circumstances where a let begins in school time and finishes in community use time the let shall be processed as a school let. A let during school time shall not be confirmed by the School Letting Office without the approval of the Head Teacher. The second exception is Out of School Care.
- 5.11. Not all spaces in schools are available for community use. The school letting office maintain a list of spaces available for let. The preparation of such a list happens through dialogue with Head Teachers. Assembly Halls in secondary schools for instance shall not typically be let out for community use.
- 5.12. Before the end of term 3, in May or June, the School Letting Officer shall contact all customers and request the submission of school lets for the forthcoming letting year. Schools are strongly encouraged to coordinate all of the lets needed for the forthcoming letting year and submit them to the school letting office before the appropriate deadline. It is particularly important that school sessional lets are submitted in time.

## **6. PRIORITY GIVEN TO SCHOOL CUSTOMERS**

- 6.1. School customers shall be given first priority when there is competition for the use of the same space. Priority, however, shall only be granted if schools request the let before the beginning of the letting session. School customers shall be written to in May or June and informed of the date for submitting lets for the forthcoming session. Lets for community customers shall not be cancelled for school use.

## **7. COMMUNICATION WITH SCHOOLS**

- 7.1. A list of school lets will be circulated weekly by email to School Councils (via the Head Teacher) for comment within the context of the school letting policy.

## **8. CATEGORIES OF SCHOOL LET**

- 8.1. **Parents' evenings:** Parents' evenings will be granted at no cost and given priority. Appropriate notice, however, must be given. It is anticipated that there shall typically be 6 parent evenings a year. Meetings with parents for other purposes should either be categorised as PTA meetings or school activities/clubs.
- 8.2. **School Activities/Clubs:** School lets for activities involving pupils (but not former pupils) will be prioritised. Appropriate notice, however, must be given. Lets out with the letting plan – typically on Sundays and during holidays shall incur a charge equivalent to the cost of opening the school. Lets shall generally be granted at no cost during the dates and times specified in the letting plan. In some instances however, in order to manage the subsidy applied to school letting, the let may not always be available at the favoured time, date or school. If this is the case, alternative times, date or venue may be offered at a school that is already open for school letting.
- 8.3. **School Council and PTA meetings:** School Council and PTA meetings must be applied for through the school letting office. PTA and School Council meetings shall be prioritised however appropriate notice must be given. Lets out with the letting plan – typically on Sundays and during holidays shall incur a charge equivalent to the cost of opening the school. School lets shall generally be granted at no cost during the dates and times specified in the letting plan. In order to assist in the effective budgetary management of school letting, School Councils and PTA's will be encouraged to co-operate with the School Letting Office by requesting, wherever possible, school lets at times when a school is already open for school letting. This will assist greatly in achieving the best use of resources.
- 8.4. **PTA fundraising activities:** PTA fundraising activities must be applied for through the school letting office. PTA fundraising activities shall be prioritised however appropriate notice must be given. Lets out with the letting plan – typically on Sundays and during holidays shall incur a charge equivalent to the cost of opening the school. PTA fundraising events shall generally be granted at no cost during the dates and times specified in the letting plan. In order to assist in the effective budgetary management of school letting, PTA's will be encouraged to co-operate with the School Letting Office by requesting, wherever possible, school lets at times when a school is already open for school letting. This will assist greatly in achieving the best use of resources. PTA fundraising activities must be applied for through the school letting office.
- 8.5. **School Exams and conferences:** School exams during the letting period have an impact on school letting. As chairs set out in gyms and other spaces cannot realistically be cleared away each evening for school letting activities then set up again for the start of the school day, certain spaces in secondary schools during exam time will be excluded from the letting plan. This means the school letting office will not grant new school lets in the excluded spaces and may cancel school lets already booked. In order to minimise the inconvenience to customers, Head Teachers must give sufficient notice of the exam timetable. Conferences in schools can potentially impact on school letting in the same way as exams. Conferences affecting the operation of school lets in this way should be held during the school period.

## **9. REPAIRS IN SCHOOLS**

- 9.1. Head teachers organising repairs or improvements of school premises affecting the closure of spaces normally used for school letting must inform the school letting office. This applies all year round.

## APPENDIX 1

### SCHOOL, LETTING AND HOLIDAY PERIODS

Letting Period:	18
Holiday Period	18
School Period:	18
Not available for Letting:	18

	<b>Aug-07</b>	<b>Sep-07</b>	<b>Oct-07</b>	<b>Nov-07</b>
Monday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Tuesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Wednesday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Thursday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Friday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Saturday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24
Sunday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
	<b>Dec-07</b>	<b>Jan-08</b>	<b>Feb-08</b>	<b>Mar-08</b>
Monday	3 10 17 24 31	7 14 21 28	4 11 18 25	3 10 17 24 31
Tuesday	4 11 18 25	1 8 15 22 29	5 12 19 26	4 11 18 25
Wednesday	5 12 19 26	2 9 16 23 30	6 13 20 27	5 12 19 26
Thursday	6 13 20 27	3 10 17 24 31	7 14 21 28	6 13 20 27
Friday	7 14 21 28	4 11 18 25	1 8 15 22 29	7 14 21 28
Saturday	1 8 15 22 29	5 12 19 26	2 9 16 23	1 8 15 22 29
Sunday	2 9 16 23 30	6 13 20 27	3 10 17 24	2 9 16 23 30
	<b>Apr-08</b>	<b>May-08</b>	<b>Jun-08</b>	<b>Jul-08</b>
Monday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Tuesday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Wednesday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Thursday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Friday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Saturday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Sunday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
	<b>Aug-08</b>			
Monday	4 11 18 25			
Tuesday	5 12 19 26			
Wednesday	6 13 20 27			
Thursday	7 14 21 28			
Friday	1 8 15 22 29			
Saturday	2 9 16 23 30			
Sunday	3 10 17 24 31			