

MAGDALEN COLLEGE SCHOOL

LETTINGS & CHARGING POLICY

Non-Statutory Policy – Biennial Review

GOVERNORS' FINANCE, RESOURCES & PERSONNEL COMMITTEE

Date next due for review by committee	Reviewed by committee	Any Changes YES/NO	Approved by Full Governors
	4 Nov 2008	No	Reported 7 July 2009
November 2010	12 Oct 2010	No	n/a
October 2012	23 Oct 2012	Yes	To go back to committee
June 2013	22 Oct 2013 (updated policy)	Yes	10 December 2013
October 2015	22 Sept 2015	Yes	1 December 2015
October 2017	7 March 2017	Yes	Updated in line with appointment of external management company effective 1 May 2017. Adopted by committee 7 March 2017
October 2019	12 Nov 2019	No	Adopted by committee 12 Nov 19
October 2021			

Rationale:

The Trustees control the use of premises out of standard school hours and encourages the use of the school facilities by the community and others. The school outsources the management and organisation of all external bookings to ensure an efficient, transparent and fair approach is in place to meet the needs of the school and those interested in using the facilities and to maximise opportunities of use.

Aims:

The Trustees wish to actively seek to provide out-of school learning opportunities, which may be for students, for the community or for both groups simultaneously.

Promotion of the school is encouraged within the local community, developing good relationships both with organisations and individuals.

The Trustees also see the school facilities, buildings and grounds as a valuable resource, which can be made available to the community and other groups / organisations to hire providing that use is not contrary to the aims, objectives and ethos of the school.

The school should maximise income from the letting of the premises. Purposes of hire for regular and occasional use may include:

- Sports and fitness activities
- Training and education
- School reunions
- Amateur dramatics
- Exhibitions
- Meeting, forums etc.
- Community Events

The Governing Body reserve the right to refuse access to an organisation that it feels does not have the vision, ethos and values of the school or may suggest support from the Trustees/ governing body for one stance over another (eg. political).

Income Generation

A commission is received quarterly from the external organisation. The commission forms part of the non-restricted income the school relies on in order to contribute to the provision of educational resources. The school is responsible for some expenses incurred from the operation of lettings which are offset through the commission received.

Booking Times

Times normally available for regular hire are as follows: -

Monday to Thursday	16:30 till 22.00
Friday	16.30 till 22:00
Saturday	8am – 10pm
Sunday	8am – 10pm

The premises may be hired later in the evening on an occasional basis subject to prior agreement.

Management and Administration

Business Director is responsible for:

- The efficient and cost effective management of all aspects of the contract relating to the external lettings organisation.
- Advising Trustees of any unusual or potentially controversial bookings.
- Reviewing and developing the “Lettings Policy” in conjunction with the Trustees.

Charges to Hirers

- The charges are determined by the External Lettings Organisation in conjunction with the Trustees.