

## Charging and Letting Policy

Date approved:	5 February 2025
Review cycle/date:	Every 3 Years
Party responsible:	Community & Engagement Committee
Linked policies:	None

### Background

The Governors of The Swanage School in setting this policy are mindful of: the School's ethos to place itself at the heart of the community, their duty as trustees to use assets wisely to further the Trust's charitable aims and the conditions of the Funding Agreement with the Department for Education including the requirement to ensure that funds provided by the Department should be used for the education of the school's current and future students. Within this context, it is the Governors wish that the School's facilities are made available for the benefit of the local community and local schools.

### Local Schools

The Swanage School wishes to foster close working relationships with local schools and will endeavour to open its facilities to them whenever possible. By prior agreement with the Headteacher, feeder schools will be granted reasonable use of the school's facilities without charge within normal school hours (8.30am to 3.30pm on school days). Requests from other schools, or for use outside of normal school hours, may also be accommodated.

### The Community

The Swanage School also wishes to see its facilities widely used by local clubs, societies, groups and the wider community. Facilities will be made available as widely as possible outside of normal extended school hours, i.e. after school (4.30pm to 10.30pm), at weekends and during the school holidays (8am to 10.30pm).

### Facilities Available for Hire

The indoor sports hall, outside 5-a-side pitch (astro), outdoor netball court, field, main school hall (Atrium), classrooms, music suite, drama studio and meeting rooms are available for hire. Classrooms containing potentially hazardous equipment (the science labs, food technology room, design & technology room) will not usually be available to hire other than, for example, in connection with adult education using trained staff. Information on spaces for hire is available on the school's website.

## Charging

Hire charges will be reviewed on and annually agreed by governors. In setting charges the school will be mindful of the need to, as a minimum, cover all its costs in making the facilities available. Favourable rates will be available for youth groups, OAP groups, disability groups, community groups and charities. Waiving some or all of the charge may be agreed on an exceptional basis by the Headteacher or Business Manager in cases where a special event will directly benefit students of the school or local primary school children. Hire charges are based on a per-hour rate, although “package” rates for some one-off events may be available, depending on the duration and particular requirements of the event. Payment terms will be set out in the Terms & Conditions for Hire.

## Term & Conditions of Hire

Hirers of the school’s facilities will be expected to abide by the Terms & Conditions for Hire. A copy of the Terms & Conditions will be provided to all hirers at the time of booking, will be published on the school’s website and be available on request from the Community Administrator. This will include co-operating with the school’s need to exercise a duty of care in relation to health & safety matters and safeguarding. Where applicable, therefore, hirers may be required to evidence risk assessments, insurance cover, first aid training, coaching qualifications, safeguarding training and DBS checks.

## Enquiries and Booking

Requests from local schools for use within normal school hours (see above) and from persons wishing to hire the School’s facilities should be made to the Community Administrator:

[lettings@theswanageschool.co.uk](mailto:lettings@theswanageschool.co.uk)

01929 428097