

Charging and Letting Policy

Date approved:	15 March 2017
Review cycle/date:	Annual; March 2018
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 (see schedule A) 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 extended school hours (8am to 5pm on school days). Requests from other schools, or for use outside of normal extended 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 (5pm to 10pm), at weekends and during the school holidays (8am to 10pm).

Pricing

In principle the school wishes to have preferential rates for community groups. SchoolsPlus [who have been contracted to manage lettings on behalf of Education Swanage] have agreed to offer a reduced rate for community use. Under the terms of the contract:

- The School retains the right to refuse any booking.
- The School retains the right to decide when the facilities will be available for Hire.

Schedule A

Facilities Available for Hire

1. Indoor sports hall

The Swanage School sports hall is a full-size indoor hall marked out for badminton (4 courts), 6-a-side football / informal hockey, netball, basketball (match hoops plus practice hoops on the side walls) and volleyball. A height-adjustable net can span the full length of the hall to enable larger numbers to practice short tennis, badminton or volleyball.

The hall includes two cricket net lanes (with roll-up batting carpets) and there is scope for a climbing wall and trampoline spotting rig to be installed. A full-height net divides the hall into two equal halves so it may be possible to accommodate a joint booking for separate use of the two halves of the hall if groups co-ordinate their bookings.

There are separate male and female changing rooms, each with showers and WCs, plus a disabled changing room.

2. Outdoor 6-a-side pitch

The outdoor 6-a-side pitch is a sand-dressed artificial turf pitch with rebound fences and inset goal areas. It is designed for 6-a-side football and informal hockey but can accommodate a wide range of other sports and activities. By agreement, hire may include use of the changing rooms in the adjoining sports hall. There are no floodlights so the outdoor pitch may only be hired for use during daylight hours.

3. Outdoor netball court (playground area)

The school playground is Tarmac surfaced and marked out with a full-size netball court. It can also accommodate a wide range of other sports and activities (e.g. basketball practice, cycle training, etc.). By agreement, hire may include use of the changing rooms in the nearby sports hall. There are no floodlights so the outdoor court may only be hired for use during daylight hours.

4. Outdoor grass pitch

The school's main grass pitch may potentially be hired for football (FA U16 size pitch), rugby, athletics, etc. although availability in winter will depend on the level of wear and tear from regular school use. By agreement, hire may include use of the changing rooms in the nearby sports hall. There are no floodlights so the outdoor pitch may only be hired for use during daylight hours.

5. Main school hall

The main school hall is a large double-height atrium with adjoining drama space / stage area (divided by a folding wall), kitchen and servery and WCs. There are access doors to the outdoor areas at both the front and rear of the school. A ceiling-mounted digital projector and large extending projection screen can support a wide variety of multi-media applications.

The hall will comfortably seat 200-250 with good sight lines in front of the screen / stage and as many as 400 “in the round” if seats are also laid out in the drama space. There are large circular dining tables and ample chairs in the adjoining chair store.

Hire rates will depend upon the specific facilities and equipment that are needed.

6. Other rooms in the main school building

There are a wide variety of other rooms and spaces in the main school building that will be available for letting, depending upon the use to which they will be put. These are suitable for meetings, courses, classes, workshops, seminars, etc. Other potential uses will be considered on request.

The standard classrooms (of which there are 13 around the building) will comfortably seat 24 – 30 people in a variety of layouts. The LRC (library) and the two IT spaces in the centre of the two teaching wings are larger, whilst there are two smaller meeting rooms and a number of other “break-out” spaces. There is also an art room and a dedicated music suite with practice rooms, plus the drama space which has the semi-flexible floor covering as the sports hall and so is ideal for dance, exercise classes, etc.

Classrooms containing potentially hazardous equipment (the science labs, food technology room, resistant materials room) will not usually be available to hire other than, for example, in connection with adult education using trained staff.