



Bellevue Place
E D U C A T I O N T R U S T

BPET Community Use Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2018
Review Period	2 Years
Review Date:	1 September 2020

1.0 Bellevue Place Education Trust – Our commitment

Learn. Enjoy. Succeed.

Three words that mean the world to us.

Three words that have been with us from the day we started Bellevue Place Education Trust.

Three words that govern all that we do.

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a ‘be interested and be interesting’ attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigor.

Bellevue Place children are happy, confident, successful ‘all-rounders’ who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

2.0 Principles

The principle of regarding schools as a resource for the community as well as sites for school activities is supported by legislation and through the duty to promote community cohesion. There is good international evidence that using school facilities to provide community based services can have positive impacts on a range of outcomes for children, families and communities

The Trust and its schools and voluntary groups intend to work together to develop appropriate programmes for the good of both community and school, making effective use of the resource. The Trust recommended that its schools should seek out opportunities to develop their community role and should give priority to activities which promote learning, such as homework and after school clubs, study activities, basic skills courses and family learning.

The school will report on their community use programme at the end of each academic year.

The school will make every effort to accommodate ‘free’ users by maximising efficient use of premises, running lettings at the same time wherever possible and generating income from groups falling outside the guidelines for free use in order to cross-subsidise.

The school will usually make a charge to a ‘commercial’ group for lettings during the school day (8 am to 6 pm) even when no additional premises or caretakers’ costs would be incurred.

3.0 Priority Groups

The school wishes to offer places to the following list of priority groups.

- a) Existing community sporting/leisure groups which benefit children from the respective BPET School.
- b) Other existing non-profit making commercial users.

4.0 Control of School Premises

Control of the school premises for lettings lies with BPET who have delegated this to the school's Headteacher. Should the school be sub-let or sought to be leased to a commercial or charitable organisation then the responsibility for this rests with the Trust. As a condition of our funding agreements we need to seek the permission of the Education funding where part of the building is to be leased.

5.0 Catering Facilities

School kitchens will not be available for lettings because of implications for food hygiene and the potential effects upon any school meals contract.

6.0 Licences for public entertainment and use of outside space

The Headteacher will consider these on individual merits as the need arises. There is to be no usage of the outdoor play areas after 6pm unless this is permitted under the schools planning permission.

7.0 Insurance requirements

All groups must provide evidence of adequate insurance cover, which must include public liability insurance of not less than £2m. Lettings will not be allowed to groups without evidence of appropriate cover.

Details of the cover requirements are set out in the booking form, with an insurance questionnaire.

It is extremely important that the name of the hirer on the booking form is

(a) the same as the name insured on the certificate and

(b) that a sole hirer on the form is the same as the name insured and is the sole instructor for all activities undertaken and is always present during booked times.

Sports clubs should ensure that they have Club Public Liability and Club Member to Club Member protection.

The only exception to the standard insurance requirements is that non-profit making Senior Citizens groups do not have to main public liability insurance cover of £2m.

8.0 Affiliation to recognised bodies

Sports groups or their instructors must be members of, or registered with, the appropriate sporting national body and comply with that body's policy on coaching. Martial Arts groups must be affiliated to a body recognised by Sport England on Martial Arts or by the Martial Arts Development Commission (MADEC), although this is under review. This is to give the Authority confidence that the groups can be checked against a nationally recognised standard.

9.0 Charging Policy

In adopting a scale of charges the following basic principles have been taken into account.

- The school's delegated budget will not be used to subsidise community use
- The school will charge higher rates for some activities and use the surplus to subsidise others – cross subsidisation
- The school determines the charges to ensure that they at least break even and can keep the income
- Activities which are child care, are community use and cannot be covered by the school's usual delegated budget
- The costs of letting school premises includes the additional marginal costs which only apply when the building is opened out of school hours, such as caretaking, energy and additional cleaning and these must be taken into account in setting the 'break even' figure for charging. The cost will not include a proportion of the premises fixed costs which are incurred anyway, whether the building is opened or not out of school hours.

It is the wish of the Trust that all community users are made aware of their determination that the school's budget will not be used to subsidise community use.

10.0 Scale of Charges

Charges are based on caretaking, cleaning, an element for wear and tear of equipment and the building, energy and administration costs throughout the financial year. These are then calculated into an hourly rate and reviewed on an annual basis. The Headteacher, in consultation with the Trust CEO/Head of Finance can set separate hourly rates for lettings that occur in the summer compared to winter lettings, as the costs are likely to be lower during the summer months.

All changes will be agreed by the Trust Head of Finance on annual basis and will be contained in the [BPET Charges and Remission Policy](#).

11.0 Promotion of lettings

Where the opportunity exists the Trust is keen to engage in outside specialist providers to promote the use of the school and to seek to maximise commercial lettings if the building is not being utilised by one of our priority groups.

12.0 Monitoring and Evaluation

This policy will be reviewed every two years.

13.0 Approval by Bellevue Place Education Trust

This policy has been formally approved and adopted by the Trust.