

Policy of Additional Use of School Premises

LETTINGS

The contract originally envisaged all lettings activity being managed by a Not-for-Profit Company (NFPC). NFPC is a not-for-profit company promoted by the Authority and the Provider for the purpose of managing and developing NFPC Designated Community Use at the Sites. After several years where BLCL managed the NFPC community use across the estate, it was deemed no longer viable and BLCL ceased operations.

A number of schools now run their own lettings operations using EQUANS UK staff to provide the unlocking and locking up service.

Where a letting commences after the end of the school Day the following principles apply:

- Caretaker Attendance NOT required – 2 hours charged at the rates detailed below;
- Caretaker Attendance required – duration plus 1-hour additional unlocking/locking up time charged at the rates detailed below.

Where a letting commences prior to the end of the school Day the following principles apply:

- Caretaker Attendance NOT required – 1 hour charged at the rates detailed below;
- Caretaker Attendance required – duration (post 6pm) plus ½ hour additional locking up time charged at the rates detailed below.

During school holiday periods:

- Caretaker Attendance NOT required – 2 hours charged at the rates detailed below;
- Caretaker Attendance required – duration charged at letting rates detailed below.

When a letting has not completed on time Equans reserves the right to charge additional costs as incurred. This may be the cost of an engineer call out to lock up which are currently 3 hours at prevailing engineers rate (See schedule of labour rates).

If a letting requires additional cleaning to prepare the area for its next use howsoever, Equans reserves the right to charge any incurred costs.

Rates

SCHEDULE 6 CONTINUED

Part 5 – FM Authority Community Designated Use Rates

Schedule of Rates at contract start

RATE REFERENCE	RATE PER HOUR OR PART THEREOF (£)
Rate A	14.25
Rate B	21.50
Rate C	28.50

PERIOD	APPLICABLE TIMES		RATE REFERENCE	
	DAYS	TIMES (FROM / TO)		
Term Time	Weekday	0000 / Start Core Time	Rate C	
		Core Time	Not Applicable	
		End Core Time / 2400	Rate B	
	Saturday	0000 / 0900	Rate C	
		0900 / 1700	Rate B	
		1700 / 2400	Rate C	
	Sunday and Bank Holidays	0000 / 2400	Rate C	
	Outside Term Time	Weekday	0000 / 0900	Rate B
			0900 / 1700	Rate A
1700 / 2400			Rate C	
Saturday		0000 / 0900	Rate C	
		0900 / 1700	Rate B	
		1700 / 2400	Rate C	
Sunday and Bank Holidays		0000 / 2400	Rate C	

	Rate A	Rate B	Rate C
Lettings Charge effective 1st April 2023 as indexed	£27.81	£41.96	£55.62

Detailed below is the order of priority for the use of the sites with regard to additional use.

- School Use during the School Day for 195 days per Academic Year;
- Administrative Use;
- Additional School Use;
- Authority Designated Community Use;
- NFPC Designated Community Use.

ADDITIONAL SCHOOL USE (ASU)

The Authority shall be entitled to use the Site (in aggregate or any part thereof) for Additional School Use for up to the Bank Hours, provided that such use does not conflict with maintenance to be carried out by the Provider or the carrying out of Works and/or the provision of Services by the Provider.

Each School will be allocated a number of hours out of the Bank Hours

The Authority shall notify the Provider:

- no later than 31 March in each year of any proposed Additional School Use for the following Academic Year;
- in relation to Additional School Use not notified to the Provider, as soon as reasonably practicable of each proposed Additional School Use period together with details of the intended use, the dates and times of such use, the areas of the Sites required and the Services to be provided (minimum of 2 weeks' notice required in order to guarantee that EQUANS UK can provide cover).

Any use of the sites by the school, outside of the term time School Day (with the exception of the use of the Administration Areas, which are available 52 weeks per year), must be booked as an Additional School Use period and deducted from the Bank of Hours.

The contract assumes that Caretaker attendance is not required for the duration of the letting unless the school specifically request for the caretaker to remain in attendance.

Where the ASU commences after the end of the school Day the following principles apply:

- Caretaker Attendance NOT required – 2 hours deducted from Bank of Hours
- Caretaker Attendance required – duration plus 1-hour additional locking up time deducted from Bank of Hours.

Where the ASU commences prior to the end of the school Day the following principles apply:

- Caretaker Attendance NOT required – 1 hour deducted from Bank of Hours
- Caretaker Attendance required – duration (post 6pm) plus ½ hour additional locking up time deducted from Bank of Hours.

During school holiday periods, between 8am and 6pm

- Caretaker Attendance NOT required – 2 hours deducted from Bank of Hours
- Caretaker Attendance required – duration deducted from Bank of Hours

AUTHORITY DESIGNATED COMMUNITY USE (ADCU)

The use of a Site (in relation to Key Young Persons' Centres, City Learning Centres and Space for Sports and Arts) by or at the invitation of the Authority outside the School Day.

The Sites shall be made available by the Provider for Authority Designated Community Use, provided that such use does not conflict with the maintenance to be carried out or the carrying out of Works and/or the provision of Services by the Provider.

The Authority shall be entitled to use the relevant Sites for Authority Designated Community Use for up to the number of hours shown in the attached schedule in each Academic Year. The Authority shall notify the Provider:

- no later than 31 March in each year of any proposed Authority Designated Community Use for the following Academic Year.
- In relation to Authority Designated Community Use not notified to the Provider, as soon as reasonably practicable of each proposed Authority Designated Community Use period together with details of the intended use, the dates and times of such use, the areas of the Sites required and the Services to be provided. (Minimum of 2 weeks' notice required in order to guarantee that EQUANS UK can provide cover)

Where the Authority notifies the Provider that it requires Authority Designated Community Use over and above the number of hours allowed, the Provider shall be entitled to charge the Authority for such Authority Designated Community Use.

Where the ADCU commences after the end of the school Day the following principles apply:

- Caretaker Attendance NOT required – 2 hours deducted from Bank of Hours
- Caretaker Attendance required – duration plus 1-hour additional unlocking/locking up time deducted from Bank of Hours.

Where the ADCU commences prior to the end of the school Day the following principles apply:

- Caretaker Attendance NOT required – 1 hour deducted from Bank of Hours
- Caretaker Attendance required – duration (post 6pm) plus ½ hour additional locking up time deducted from Bank of Hours.

During school holiday periods, between 8am and 6pm

- Caretaker Attendance NOT required – 2 hours deducted from Bank of Hours
- Caretaker Attendance required – duration deducted from Bank of Hours

The bank of hours is as defined in the PA schedule 11

SCHEDULE 11
AUTHORITY DESIGNATED COMMUNITY USE

School	NUMBER OF OCCASIONS	Hours of Use	PROVISION OF SERVICE (BASED ON INK AT OPENING AND INK AT CLOSURE) (HOURS PER YEAR)
Term Time Weekday Use			
Ferham Primary School	159	1000 – 2000	111
Thornhill Primary School	174	1000 – 2110	140
Clifton Comprehensive School	172	1000 – 2200	144
Old Hall School	138	1000 – 2200	276
Theybrough Comprehensive School	161	1000 – 2200	122
Wath Comprehensive School	112	1000 – 2200	224
Worsfield Comprehensive School	129	1000 – 2200	258
Term Time Weekend Use			
Thornhill Primary School	30	1100 – 2010 Sunday	76
Clifton Comprehensive School	16	0900 – 2100 Saturday	32
Clifton Comprehensive School	30	0900 – 2100 Sunday	70
Wath Comprehensive School	12	1100 – 2000 Sunday	24
Outside Term Time Use			
Thornhill Primary School	15	1000 – 2110 Monday to Friday	30
Thornhill Primary School	1	1100 – 2010 Sunday	6
Clifton Comprehensive School	15	1000 – 2200 Monday to Friday	30
Clifton Comprehensive School	1	0900 – 2100 Saturday	6
Clifton Comprehensive School	1	0900 – 2100 Sunday	6
Old Hall School	60	1000 – 2000 Monday to Friday	120
Additional School Use			
Old Hall School	12	0900 – 1210 Saturday	24
Theybrough Comprehensive School	15	1800 – 2200	30
Wath Comprehensive School	12	1800 – 2200 Monday to Thursday	24
Wath Comprehensive School	12	Within school hours Friday	24 (Note: included within Additional School Use)

RELEVANT CONTRACTUAL DEFINITIONS & CLAUSES

The additional use of school premises falls into 3 distinct categories under the contract. These are Additional School Use (ASU), Authority Designated Community Use (ADCU) and Lettings (BLCL). Below are some key definitions of terms contained within the contract and some clarification on the process.

Bank Hours - Contractual Definition: *the number of hours of Additional School Use in each Academic Year for which the Authority makes no additional payment to the Provider (being 600 hours in aggregate in relation to all of the Primary Schools and 900 hours in aggregate in relation to all of the Secondary Schools in each Academic Year)*

School Day - Contractual Definition: *either 07:45 to 17:45 or 08:00 to 18:00 on each Monday to Friday during a Term (or a Half Term) up to a maximum in aggregate in any Academic Year of 195 days.*

Although EQUANS have never been advised of which of the above options have been chosen by the schools, EQUANS will assume that the school Day at all sites will run from 07:45 to 17:45. This assumption is due to the number of breakfast clubs in operation across the estate. This allows our caretaking staff 15 minutes to complete the lock-up procedures after the last member of staff has left.