

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 ENGIE UK staff to provide the unlocking and locking up service.

We propose that the following applies to all lettings:

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, between 8am and 6pm

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

Rates

	Weekday Termtime (between 18:00 and 24:00) and Weekday Outside Termtime (09:00 to 24:00)	Saturday (09:00 to 17:00)	Sunday / Bank holidays and all other times
Proposed Charge (what we will actually charge)	£18.85	£28.28	£31.70
Project Agreement Rate* (what we are entitled to charge)	£40.54	£61.16	£81.07

*Project Agreement Rate is the rate to be charged for lettings as contained within Clause 29 of the PFI Contract details the priority of use of the sites. Detailed below is the order of priority for the use of the sites.

- 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 ENGIE 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 ENGIE 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

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 ENGIE UK have never been advised of which of the above options have been chosen by the schools, ENGIE UK 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.