

Out of Hours and Community Lettings Policy

Name of School	The Toynbee School
Policy	Out of Hours and Community Lettings
Date of Policy Issue/Review	Issue: October 2024 Review: October 2025
Name of Responsible Manager/Headteacher	Headteacher
Governors' Sub-Committee	Finance, Staffing & Resources

Rationale:

The Governing Body has responsibility for all activity on the school site and to ensure the safe and smooth running of such activities, it is essential to have a set of procedures, and a common understanding of the issues involved. The school has a large site with a heavy commitment to lessons and activities before and after the normal school day.

Out of School Hours Learning

Governors:

1. The Governors recognise that activities beyond the official timetable have a positive impact on children's achievement, attitude, and engagement in school. The school has a widely publicised programme to raise the status of before-school and after-school enrichment activities. The delivery of accredited GCSE and other courses is actively encouraged to facilitate optimum learning time and access to specialist facilities. Inclusion and access are very important aspects of this policy.
2. The Governors appreciate that such activities are entirely dependent on the goodwill, professional expertise and commitment of staff.
3. The Governors expect adherence to any applicable policies, but in particular the Equal Opportunities Policy, the Health and Safety Policy and any other policies covering accident, fire and lone working procedures.
4. Any activity off-site shall be arranged according to Hampshire County Council's Manual of Personnel Practice and such documentation as is required shall be completed by the Headteacher.
5. If it is proposed that parents or carers will be charged or requested to make a voluntary contribution for

enrichment activities, the Headteacher's prior permission must be sought under the Charging and Remissions Policy. If enough voluntary contributions cannot be raised, the activity may not go ahead.

Senior Leadership Team:

1. The Senior Leadership Team, or any other designated person will ensure all enrichment activities are properly organised and managed, and that information is given in good time to parents or carers about start and finish times, locations and costs.
2. The Headteacher will monitor the provision of enrichment activities to try to ensure a suitable work and life balance for those staff involved.
3. Clashes of space or required equipment shall be amicably resolved by the Senior Leadership Team in consultation with the staff concerned. If agreement cannot be reached, the respective Heads of Department will be involved and if required, the Headteacher. The Senior Site Manager will be kept informed.
4. The Senior Leadership Team will ensure that a clear schedule of events is produced termly, and that priority is given to revision classes and examinations. There will be special dispensation to miss such classes for County or national competitions.

Middle Leaders:

1. The Heads of Department are responsible for helping to promote out of school hours learning.
2. Pupils may be referred by Progress Director/Lower School Leader for study support, course work support and revision classes. If so, parents or carers will be informed. The status of these sessions, however, is not that of a school detention and ultimately parental agreement is necessary.
3. Middle Leaders will monitor the impact on the curriculum in terms of pupils' achievement, attitude, attendance, and progress.

Staff Responsibilities:

1. Special consideration will be given to pupils from Toynbee and other schools participating in organised enrichment activities on the school site.
2. All new staff will be given an induction meeting to cover expectations, site layout, lone working, health and safety, welfare arrangements, monitoring, line management systems and back-up personnel.
3. The use of rooms inevitably creates some mess, but staff are requested to ensure pupils leave rooms as clean and tidy as possible for subsequent users and equipment must, where applicable, be returned to storage.

4. Pupils are expected to always behave sensibly. Disciplinary referral must be to a senior member of staff on site. The school will normally bar such pupils from further involvement for a fixed period.

5. It is essential that no member of staff organises any enrichment activity without the prior agreement of the Senior Leadership Team. The reasoning behind this is based on efficient management of the facilities, health and safety and to avoid clashes with community lettings and particularly the same community letting repeatedly.

6. The school reserves the right to cancel, vary or alter published enrichment activities because of staffing or other difficulties and will notify pupils at the earliest opportunity.

7. Staff must book minibuses and any other potentially shared equipment in advance of any enrichment activities through reception to ensure availability. Staff must also be suitably trained in the use of them where applicable.

8. Staff must keep a register of those pupils attending enrichment activities, and any necessary permissions.

Community Lettings

Governors also wish to promote and encourage community lettings use of any available spare capacity at the school, at rates agreed by the school, to further develop the school as an integral part of the community. The Senior Leadership Team is responsible for the overall management of community use of the school facilities but delegates its day-to-day responsibility to the Community Officer and the Senior Site Manager where applicable.

The school facilities are available to Community from 17:00 – 22:00 during term time. During weekend and school holidays, Community has full use.


Community Aims:

1. To work in liaison with the County and Borough Councils and other sport / health organisations.
2. To provide opportunities for members of the local community to make safe and beneficial use of the school facilities at favourable but sustainable rates.
3. To encourage pupils and parents or carers to identify the link between education and health and leisure as an ongoing social opportunity.
4. To provide additional revenue for the school.

Strategies:

1. Having given priority to school or pupil use, bookings for community use on weekdays must be made with due regard to allow for both cleaning and other after school activities.

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2. Having given priority to school or pupil use, bookings for community use at weekends must not be accepted before 9:00 in respect of the pitches and before 9:00 in respect of any other spare capacity to allow for such matters as cleaning.
 3. The school site closes at 22:00 on weekdays and at 18:00 at the weekend.
 4. The school site is normally closed on public holidays, although one off special event may be approved by the Headteacher.
 5. Rates are to be determined annually with reference to the local offer of other community venues and set by the school
 6. Community bookings are organised and confirmed through the Community Officer with liaison with the Senior Site Managers and Site Team.
 7. All community bookings are required to sign Toynbee School Hirer's Agreement and the school's Terms and Conditions of Hire and return signed copies to the Community Office, together with any appropriate payment, before their first period of hire.
 8. Governors will approve any reduction of the hire charges should the school propose