

1: CONTEXT

Holland Park School is now an academy (*from September 2013*) and has been subject to a long and complex rebuild programme. Accomplished in three phases, the new buildings and outdoor spaces occupy the site of the original school. The redesigned building does not permit discrete access for community use and therefore management of this provision is complex. Despite this the school is committed to ensuring that the community benefit from its exceptional new facilities.

Holland Park School is a mixed, comprehensive secondary school, recognised by Ofsted in 2011 and again in 2014 as an Outstanding School. It appears annually in the Good Schools Guide and was recently awarded Teaching School Status. The performance of its students places the school in the top 2% of all schools nationally.

2: SCHOOL USE OF ITS FACILITIES

The school's primary function, as defined in its Articles of Association, is to enable and facilitate the learning and success of those students who attend the school. The school requires the use of its facilities from 07.00 until 17.30 during term time. This allows for an extended school programme which covers a variety of additional learning and intervention activities.

During term time the school has scheduled learning on Saturdays for students until 13.00.

During holiday periods the school has a published calendar of use by its students.

The school building is closed for three weeks of the summer holiday for maintenance and deep cleaning. During this period there will be continued access to outdoor facilities, where indoor changing facilities are not required. The school is closed on all public holidays. It is also closed to the public on calendared events (for example Open Evening, its annual Shakespeare production, the School Performance and its annual student award evening).

Cleaning of the facilities occurs throughout the day and more extensively from 18.00 until 06.00.

Priority, in terms of the use of the buildings, grounds and resources, will always be given to the students of Holland Park School.

3: COMMUNITY USE OF SCHOOL FACILITIES

The school will be available for community use outside of the times and dates indicated above and in accordance with its annually published calendar.

The following times will be available for community use:

- Term time Weekday – Monday to Friday 18.00 – 22.00 (*activities finished by 21.45*)
- Term time Weekend – Saturday 14.00 – 22.00 (*activities finished by 21.45*)
Sunday 10.00 – 18.00 (*activities finished by 17.45*)
- Holiday Weekdays* – Monday to Friday 14.00 – 22.00 (*activities finished by 21.45*)
- Holiday Weekends* – Saturday and Sunday 10.00 – 18.00 (*activities finished by 17.45*)

** in accordance with the school's published annual closure dates and calendar requirements.*

3.1: Types of Community Use

The following sports facilities will be available for community use and lettings hire:

- A 25 metre, four lane swimming pool;
- Two 99 sq metre dance studios;
- A 4 badminton court sports hall;
- A floodlit all weather pitch – 61.1 metres x 43.6metres
- A floodlit tarmac surface Multi Use Games Area (MUGA) – 65 m x 40m

The following spaces / areas will also be available for community use and lettings hire:

- An Art workshop
- A Music studio
- A Drama studio
- IT suites
- General Classrooms
- The Hall

The following spaces will not be available for community use or lettings hire:

- The fitness room
- The school kitchen
- The music recording studio
- The car park (*other than by prior agreement for disabled drivers*)
- Thorpe Lodge

3.2 Priority

Swimming and water safety is compulsory as part of the National Curriculum, with the aim that by the age of 11 (Key Stage 2) children should be able to swim unaided for at least 25m. To assist local primary schools with the fulfilment of this requirement, priority will be given. Each primary school receives a minimum of £9,000 additional funding towards PE and School Sport from the government. The ASA (Amateur Swimming Association) is asking headteachers and governing bodies in schools struggling to deliver statutory swimming requirements, to place this investment into swimming. Where the school enters into an arrangement with a local primary school, this will operate at zero profit. Access will be during the taught school day, unless otherwise requested by the primary school.

3.3 Restrictions

- The swimming pool will be available for the purpose of teaching and coaching only. In order to comply with health and safety and national swimming regulations, the pool will only be available for ASA (*or similar*) affiliated club use. The ASA Awarding Body is recognised and regulated by the Office of the Qualifications and Examinations Regulator (Ofqual) to offer and certificate vocational qualifications.
- Sports pitches and the Sports Hall will require the organisation hiring the premises to be affiliated to a recognised governing body and for the supervising person/s (coach) to be qualified with a nationally recognised sports-specific coaching qualification: UKCC endorsed accreditation or similar.
- Access and use of specialist areas, such as IT spaces, will be assessed on an individual basis. Where school staff are required to attend sessions, this will be at cost.
- This restrictions are to ensure compliance with health and safety regulations and liability insurance requirements.

4: ARRANGEMENTS AND CHARGES

Access to use the school facilities will be through the signing of a Hire Agreement directly with the school. All hire agreements will be reviewed annually by the Community Use Management Committee. The school will operate and charge all community use as a zero to minimum profit / full cost-recovery arrangement. Costs will be calculated specific to the activity and at a locally competitive cost. The school will continue to liaise with the Local Authority (the Landlord) to seek, whenever possible, subsidies to reduce the cost to users. Any profits made by the school from providing facilities or services will be reinvested in the school or in the service.

Community Use	Hire arrangements charged at cost or slightly above cost.
School Subsidised Lettings	The school may wish to subsidise certain activities that benefit its students, their families and the wider community. These services may be subsidised from external sources (e.g. grants), or profits from any other lettings (e.g. commercial lettings). They may also be funded from the school's delegated budget, if it is judged that it is providing educational value to its students. School may also offer free use of its facilities to an organisation in return for another service being provided to the school, e.g. a football club coaching its students for free on the school site. When deciding how to allocate funds school will take into consideration its overall financial situation.
Commercial Lettings	These lettings are intended to raise additional funds for the school. In setting charges for commercial lettings the school may investigate costs set by other local premises (e.g. church halls, tenant community halls) to gauge the competitiveness of the proposed charge.

4.1: Staffing

The school will provide, at cost, all the required staffing to manage the community programme and lettings provision. This will include personnel charged with the following responsibilities:

- Entry and exit arrangements;
- Caretaking;
- Security;
- Cleaning and utility management;
- Facility and equipment use (where specified in the agreement).

4.2: Equipment

Where practical and agreed, the school will provide all necessary equipment; this will be included in the hire cost. Specialist equipment will be charged separately and may require specialist staffing to operate; for example the AV Control Room linked to the hall. An extra and separate charge will be made for the hire of equipment, e.g. pianos, furniture, staging, lighting, etc., VAT is due at the standard rate on the hire of equipment.

4.3: Licences

4.3.1: With the prior agreement of the Community Use Management Committee, alcohol can be served, without the need for a liquor licence as long as a charge is not being made. Associated risks of alcohol being served should be included in the risk assessment for the event/activity. A licence must be obtained if alcohol is to be sold at any event; selling alcohol without a licence is a criminal offence.

4.3.2: A public entertainment licence is not necessary where a function is not open to the public, i.e. where it is held for school students, former students, parents and friends, or for members of a club only. A licence is required for music, dancing, plays or films that are open to the public, whether or not an entrance fee is paid. Before such a licence is issued the premises may be inspected to make sure they are safe, meet the fire regulations for the proposed use, and to establish the maximum number of people the premises can safely accommodate.

4.4: Risk Management

Risk assessments will be completed by the school for **all** activities taking place on the site. As part of its duty of care, the school will also carry out appropriate risk assessments in advance of lettings to ensure that rooms/facilities to be provided meet the user's requirements. It will also operate a system of pre and post inspection of facilities before and after each letting. Organisations using school facilities may also be asked to complete risk assessments.

4.5: Liability Insurance

All arrangements will be subject to the organisation providing details of the necessary liability insurance cover. The school has all necessary insurances in place to cover the scope of this scheme.

5: COMMUNITY USE MANAGEMENT COMMITTEE

A school based Community Use Management Committee, solely concerned with community use, will meet termly, as scheduled on the school's calendar. The following will be invited to attend Committee meetings:

The Director of Resources (chair)

The Chief Finance Officer

A Trustee

A Parent Governor

The Leader for Physical Education

A Local Authority Councillor (or representative)

Two members from local community user groups

The Community Use Management Committee will be responsible for overseeing all aspects of the community use programme, reviewing current arrangements and considering new requests for access. When entering into agreements the Committee will do its utmost to ensure it maintains the good reputation of the school and is considerate of potential impact on the immediate local vicinity.

When considering requests, the Committee will be responsible for ensuring that the number of community users on site at any one time, does not exceed capacity restrictions; for example the number of spaces available for changing and showering for sports activities.

The Chair of the Community Use Management Committee will be the designated single point of contact for the community use programme. This individual will manage the interface between the school and the out-of-hours programme of activities.

5: THE COMMUNITY PLAN

Governors and the school's Leadership Team reserve the right to review the use of the school's facilities by the community and will do so annually. Any changes, arising out of the school's requirements and experiences of operating such a plan, will be subject to the seeking of appropriate approvals.