



Appendix F

Shared Use of Lettings Policy

Background - Norfolk LEA Policy On Shared Use

1.1 On 21st September 1988 the Education Committee agreed a policy for the shared use of school and colleges in the community. The policy is as follows:

'The LEA is wholly committed to the principle of the shared use of school, college and other educational premises. The commitment is founded on a two-fold aim: -

- a. to draw schools, colleges, Adult Education and the Youth and Community Service and other educational providers into a closer partnership with the local community and
- b. to optimise the use of educational facilities.

The LEA recognises that Governors, Headteachers, will develop individual guidelines to anticipate and determine the practicalities of achieving the shared use of facilities but sets the following policy as a framework within which all schools must work: -

- i. Schools, Adult Education and the Youth and Community Service are complimentary elements of the LEA's provision. Whilst schools will clearly be regarded as the principle and major users of their own premises, the needs of Adult Education and the Youth and Community Service must also be taken in to account when determining such use;
- ii. Shared use of premises may only be undertaken when facilities are not directly required by the LEA users on behalf of their students;
- iii. For the purposes of shared use, premises may normally be considered to be available: -
 - From 8.00am to 10.30pm
 - For seven days a week
 - For 48 weeks in the year
- iv. In order to facilitate shared use for the users, each governing body should determine and publish its guidelines and procedures within this policy.

In the terms of the School Standards and Framework Act 1998, this policy framework applies to maintained schools only. However, the LEA wishes to recommend these principles also to governors of voluntary schools.'

1.2 The policy relates only to use of the premises outside the school day. Groups should not be charged for the use of school premises during the school day, deemed as 8.00am - 6.00pm.