Use of School Premises
By Outside Bodies during School Hours

There are a number of examples of schools making part of their premises available to outside bodies during the school day. Such arrangements apply to pre-school playgroups, community users etc. The following summarises the principles which should apply to use.

- Any use of school premises by outside bodies during the school day should be carefully managed so as not to inhibit the smooth running of the establishment as the fundamental purpose of any school is to ensure the proper education of its pupils.

- The school cannot enter a contract to lease part of the premises during the school day.

- Where a school wishes to arrange a long-term use for part of its premises by a third party, then negotiation and the arrangement for a lease will be made through the LA.

- Guidance on the use of school premises by pre-school or out of school groups is contained in the leaflet attached.

Shared Use of School Sites and Lettings

Shared Use Leases/Agreements

Where community use is made of school sites and the users are not part of the County Council then a Formal Lease is needed. The school should contact NPS Property Consultants who will be able to give guidance with this.

If part of school property is to be used by another Department of Norfolk County Council, this may be formalised by way of an interdepartmental licence agreement, which is formalised by NPS Property Consultants.

If a letting is only on a sessional basis for e.g. every Monday and Wednesday between the hours of 3 and 5 pm then the headteacher using a standard Children's Services Department Agreement may arrange that letting.

Apportionment of Overheads

Many community users will share facilities, equipment, and staff with the school. If resources are shared, even when additional costs are not incurred, all costs will need to be fairly apportioned between a school's delegated budget and community users' budgets.

The recharge of these costs in the case of joint-user premises is treated by H.M. Revenue and Customs as an onward supply and VAT is chargeable at the relevant rate. See the VAT Manual for further guidance.

The installation of check meters for energy and water can help accurate apportionment of costs between school and community use. It may be necessary to use estimates to reflect the different levels of use by the school and community groups.

The following costs will need to be covered:

Heating and Lighting

Water Costs (particularly for swimming pools)

Equipment and Materials

Refreshments

Staffing

Cleaning

Maintenance

Wear and tear

Programme management and administrative support.

Charging Policy

The governors must also agree a charging policy for users.

A school's charging policy must include the following points:

- Lettings are to be recorded within the appropriate diary and register.
- The identification of the people responsible for the management and administration of the school's shared use policy.
- The arrangements for making casual bookings and monitoring the use of the school.
- The method of informing hirers about the conditions of use.
- The arrangements for the receipt and banking of monies from hirers.
- Lettings must be paid for in advance.
- It is important that VAT on lettings is correctly accounted for (see the VAT Manual for further guidance).

Extended Schools

Expenditure met from funds obtained by schools from private sources or even direct from central government is not covered by the LA's VAT reclaim procedures.

If a school is using their existing accounting system there will be a need to enter any transactions relating to the Extended School with the VAT category T, Outside the Scope. No attempt to reclaim the VAT amounts should be made, even if shown on invoices. The total amount of the invoice should be entered, as in the example below.

For example, if an Extended School receives an invoice for £200, broken down as below:

Net amount	£166.67
VAT amount	£ 33.33
Gross amount	£200.00

It must be entered on to the school's accounting software as below:

Net amount	£200.00
VAT amount	£ 0.00
Gross amount	£200.00

Attempting to reclaim the VAT on Extended Schools expenditure is fraudulent.