



Community Use Policy

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Version History		
Version number	Date Approved	Change/Reasons for Change/Comments
1	February 2026	This policy supersedes the lettings policy and any previous community use agreements.
2		
3		
4		

Distribution list	
Governors	
Headteacher	
Leadership Team	



Community Use Policy

Introduction

The Governing Body regards the school buildings and grounds (which are owned by WSCC) as a community asset and will make every reasonable effort to enable them to be used as much as possible.

The school has set up this policy to make the sports facilities and other accommodation at the school available (when their use is not required by the school) for use by the local community in compliance with the terms of this policy and any relevant planning conditions.

Definitions

School core times

08:00 to 17:00 Mondays to Fridays during term time.

School premises

The land and buildings comprising Oathall Community College including the Albemarle centre.

Planning permission & conditions

Means planning permissions granted for the use of specific facilities currently the all-weather pitch (10/02/2010) and the 4 lane practice cricket nets (planning permission tbc).

School facilities

Means the sports facilities and other school facilities identified in schedule 1 of this policy

Lettings

Means any paid use of the school buildings and ground by parties other than the school. This may be a community group (such as a local music group or football team), or a commercial organisation (such as a provider for school holiday childcare activities).

Legitimate school activities

Means activities that form part of the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school's delegated budget:

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents' meetings
- Meetings or organised events of the any parent teacher associations (PTA/ Friends of etc.)
- Services provided by partner organisations (such as NHS vaccinations)
- Duke of Edinburgh Award



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Aims for community use

- Providing opportunities for the local community and sports organisations to participate in sport and physical activity for health improvement and development of their skills, particularly amongst low participant groups.
- Increasing the number of people of all ages and abilities participating in sport and physical activity including people with disabilities.
- Generating positive attitudes to sport and physical activity by young people and reducing the dropout rate in sports participation with age.
- Using the facilities to encourage the range, quality and number of school sports club links and to stimulate competition that is inclusive of young people and adults.
- Using the school's facilities to support educational and recreational activities for the enjoyment of the local community (e.g. Music or Drama, adult education etc.)
- To provide affordable access to the facilities and to be self-financing in terms of community use.

Target and priority groups

The Governing Body is mindful of the needs in the local area. The school will use reasonable endeavours to work with local clubs and organisations, County, District and Parish councils and Sports National Governing bodies to provide a range of opportunities and pathways for the local community. These may include existing initiatives and will also include new and local activities.

The following target groups are especially encouraged:

- Lettings to groups identified as being underrepresented locally. For example: girls and women in sport; disabled groups, people from low-incomes or disadvantaged backgrounds.
- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Educational activities for adults

The following activities are not considered to be appropriate as they are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities:

- Activities with little potential to generate income, support for the school or that are not appropriate to a school setting
- Social events for private individuals (such as school reunions, birthday/anniversary parties)
- Events selling alcohol or activities promoting gambling



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If the Headteacher/Business manager has any concern about whether a particular request for a letting is appropriate or not, he will consult with Chair of the Governors.

The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

Management

The school will be responsible for the facilities and shall: -

- resource, control and routinely ensure the maintenance of the facilities
- make the facilities available on the occasions and times specified in Schedule 2.
- ensure provision of heat, light and water and such other amenities as required for the facilities and their intended use.
- ensure that the facilities comply with all legislation and guidance in force at the time of this policy relating to access for disabled users.
- cover the cost of gas, fuel, oil, electricity, water, rates and taxes that may be attributable to the use of the sports facilities.
- Ensure a continuous site presence throughout the hours of operation for the purposes of locking/unlocking and dealing with any site operational issues.

Booking arrangements

The Governing Body has delegated day-to-day responsibility for lettings administration to the Headteacher/Business manager. Where appropriate, the Headteacher/Business manager may delegate all or part of this responsibility, such as administration of bookings, banking of income, security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

Organisations seeking to hire the school premises should approach the lettings administrator in the first instance. All applications will be considered on their merits, taking into consideration the suitability of the activity.

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the lettings agreement. The agreement should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

Financial Matters

The school endeavours to ensure that the costs of operating community use at its facilities will be fully covered by income from such use. The Governing Body will agree an affordable scale of charges which will support the aims of this policy. This to be reviewed annually.

Hirers will be invoiced for the cost of the letting, in accordance with the current scale of charges. All lettings' fees received will be paid into the school's bank account.



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The Headteacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing and payment received in full.



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Schedule 1 – Facilities available for hire

Sports hall (Including changing rooms and toilets)
General classrooms
Specialist classrooms (music, DT, food tech and IT)
Drama studio
Dance studio
School field
Albemarle centre hall and toilets

The following facilities have conditions for their use:

Assembly hall (including dining room & small kitchen) – covered by conditions of the Premises Licence PNA0025.

All weather pitch – Planning granted 10 February 2010

Cricket practice nets and pitch – Planning tbc

Parking

The school will make available its staff car park and playground areas for community use. These are sufficient for all activities on site.

Schedule 2 – Community Hours of Access

General use

Monday to Friday from	17:00 – 21:00
Saturday from	08:00 – 13:00 (later by agreement)
Sunday – generally not in use and only by individual agreement	

Assembly hall – licensable activities (performance, live music, dancing etc.)

Monday to Saturday	14:00 – 00:00
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All weather pitch

Term time Monday to Friday	18:00 – 21:00
School holidays Monday to Friday	08:50 – 21:00
Saturdays	09:00 – 18:00
Sundays	10:00 – 16:00

Cricket facilities (subject to planning)

Term time Monday to Friday	18:00 – 21:00
School holidays Monday to Friday	08:50 – 21:00
Saturdays	09:00 – 18:00
Sundays	09:00 – 16:00

The college does not hire any facilities over bank holidays or the Christmas holiday.