

CB8

InPrincipal



This is your State Office InPrincipal Communication
2009 September 11, Week 8, Term 3

Community Use of School Facilities Policy and Procedures

Memorandum to: Principals
DN/09/00319

Dear Colleagues

Your attention is drawn to the new *Community Use of School Facilities Policy and Implementation Procedures* which have recently been approved and posted on the Department's internet and intranet policy website.

In addition to the policy which encourages schools to make their facilities available for use by their community outside of school hours for appropriate purposes and which identifies the key policy principles under which these arrangements will be agreed, the website also provides information on the procedures to be used.

The implementation procedures include

1. A set of general procedures which give direction with regard to formal agreements, risk assessment, priorities for use, prohibited use, consultation and approval and a range of administrative, financial and asset management issues. These procedures also provide details of hire rates for community use of school facilities and a template for a community use agreement.
2. Procedures for the development of community partnerships for the use of school playing fields which provides guidance for schools and local government seeking to negotiate joint use agreements associated with the improvement and use of school playing fields for sports training and competition.
3. A special set of procedures providing direction and guidance for school staff, other department staff and community members seeking to negotiate agreements for the use of school facilities to provide Children's Services, including Out of School Hours Care (OSHC) Occasional Care, Long Day Care and Non-Government Preschools. These procedures have benefited from input from a range of stakeholders, including the *Network for Community Activities*, the peak body for community-based OSHC providers. Attached to the procedures are a template for an *Out of School Hours Care Licence Agreement* and *directions for calculating charges for OSHC provision*. Your Regional Asset Management Unit can assist both with the licence agreement and the calculation of charges.

My thanks to all those individuals and organisations who contributed to the development of the policy and procedures. The documents provide a framework for the effective use of school facilities in ways which do not interfere with the school's provision of quality teaching and learning programs for students but which make valuable school assets available to the communities they serve.

Links from this document:

detwww.det.nsw.edu.au/policies/administrative/facilities/comm_use/PD20090400_i.shtml?level=detwww.det.nsw.edu.au/policies/administrative/facilities/comm_use/implementation_1_PD20090400_i.shtml?level=
detwww.det.nsw.edu.au/policies/administrative/facilities/comm_use/implementation_2_PD20090400_i.shtml?level=
detwww.det.nsw.edu.au/policies/administrative/facilities/comm_use/implementation_3_PD20090400_i.shtml?level=

Best wishes

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7 September 2009