



NINESTILES SCHOOL AN ACADEMY

Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and academy councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Lettings Policy
<p>Rationale</p>	<p>Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:</p> <ul style="list-style-type: none"> • Better integrate the school into the local community • Familiarise individuals with the school, who may become students or their parents • Satisfy some of the needs of local individuals, groups and organisations • Increase the use of facilities that are under used by the school <p>Whilst the raising of income for the school is not a priority it should be noted that any bookings must cover the cost of additional salary costs and utilities at very least.</p>
<p>Policy statement</p>	<p>Implementation:</p> <p>All requests for a regular or ad-hoc booking must be made in writing. All such requests will be considered by the Executive team and agreed with the Academy Council. It is essential that any organisation seeking to use the school premises or grounds can uphold the mission statement of the school (see above).</p> <ul style="list-style-type: none"> • School activities have priority • No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time

	<ul style="list-style-type: none"> • Outline charges are set by the Principal/Academy Councillors and reviewed annually • Specific charges are set at the time of the agreement • The VAT liability of the letting is determined at the time of the agreement • Payment is in advance for single lettings • The agreement should be updated and reviewed at least annually • A diary is kept covering all school, and outside use of the premises and grounds after school, in evenings, at weekends and in holidays <p>Users sign an agreement that covers:</p> <ul style="list-style-type: none"> • Terms and conditions relating to type of and length of use • Cancellation • Damage • Insurance • Charging • Restrictions on use • Licensing for the sale of alcohol, or public performances • Parking <p>Roles and Responsibilities:</p> <p>The school authorised representative is responsible for the construction and regular update of the lettings diary.</p> <ul style="list-style-type: none"> • Opening and closing the school is undertaken by the site management team. A member of the site management team or Senior Leadership team must be on site for the duration of any external booking. • Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used. • When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with. It is essential that any users must comply with statutory Health and Safety requirements. • Post-letting checks are made by the site management team and reported to the school authorised representative. • The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues. <p>The academy council reserves the right to attend any function /meeting/event organised by a third party on its premises. The academy council also retains the right to decline a request for a booking or cancel any future agreed bookings and refund any fees paid up front (excluding any costs already incurred).</p>
<p>Monitoring and review</p>	<p>Lettings should be evaluated to assess:</p> <ul style="list-style-type: none"> ▪ that the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and site manager’s payments is covered by the revenue raised ▪ that the letting has been carried out within the letter and spirit of the school’s Mission Statement ▪ that where services or activities are provided separately by another body, the academy council will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

Links	Health and Safety at Work policy Child Protection and Safeguarding policy
Staff responsible	Chief Executive, Executive Team, Site Management team
Committee responsible	Ninestiles Academy Council
Date approved	06 May 2014
Review date*	May 2015

**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*