



Lettings Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Policy Review Schedule

Policy Name	TPA Lettings Policy
Review Frequency	Every 3 Years
Statutory Policy	No
Policy Owner	Principal
Lead Reviewer	Office Manager
Approver and date of last approval	Principal September 2023
Key review dates	Changes made
May 2016	Written
September 2018	No changes
September 2021	Updated Trust Details
September 2022	No changes
September 2023	No changes
Next review date: September 2026	

PRINCIPLES

The Trust Board regards the school building as a community asset and will make every reasonable effort to enable them to be used. However, the overriding aim of the Trust Board is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

PURPOSES

- To provide clear guidance on lettings and the hire of school premises and equipment
- To enable community access to the school premises
- To secure well managed safe community access to the sports facility at the school and ensure sufficient benefit to the development of sport
- To promote the use of school facilities by the wider community
- To safeguard the interests of pupils attending Twickenham Primary Academy
- To ensure that the out of hours use of the school site is not subsidised by the school budget

GUIDELINES

Definition of a Letting

A letting may be defined as *"any use of the school premises (building only in this case) by either a community group (such as a local music group or football team), an individual or group of individuals, or a commercial organisation (such as the local branch of 'Weight Watchers')"*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Trust Board meetings and extra-curricular activities of students supervised by school staff, fall within the general life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Policy Statement

The school has at all times priority use of its premises. The school will then prioritise bookings requested by local community groups and residents.

The hirer shall provide a risk assessment for the activities.

All hirers shall be expected to conform to the relevant the school's Travel Policy and Plan, relevant Health & Safety regulations, the school's Health, Safety and Welfare Policy, the school's Child Protection Policy and Security Policy.

Any continuous lettings in excess of one month shall be subject to agreement by the Trust Board and shall require a rental licence which shall be drafted and agreed with the Trust Board and legal costs shall be payable by the licensee.

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the Academy or are not able to be accommodated within the Academy's facilities.

- Activities promoting gambling
- The selling of alcohol

Facilities for hire

Internal school facilities which include the hall, classrooms and music suites are available for hire from 6pm to 9pm Monday to Thursday.

Internal facilities are not available to hire on Fridays, Saturdays or Sundays.

External facilities are not available for hire.

Pedestrian access will be from the Heath Road entrance.

Vehicle Access

Hirers must adhere to the schools Travel Plan and Policy.

In unavoidable circumstance, permission may be sought from the Principal in order to park cars on site and is at the discretion of the Principal. Cars must be removed from site at 9pm. Access will be from Colne Road.

Hirers are not permitted to bring Heavy Goods Vehicles to site

Charges for a Letting

The Trust Board is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of energy (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of "wear and tear" on equipment;
- Cost of use of school equipment (if applicable);
- Use of consumables.

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

The current charges are:

Hall hire - £30 per hour (maximum capacity 30 people)

Classroom hire £20 per hour (maximum capacity 20 people)

Music room hire £10 per hour (maximum capacity 15 people)

There is also a £10 fee per booking (to cover opening/locking up) as set by the CEO of the Omnia Learning Trust.

VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances).

Management and Administration of Lettings

The Principal is responsible overall for the management of lettings, in accordance with the Trust Board's policy. The Principal may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

Community Lettings will take place at the discretion of the Principal. If the Principal has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Finance Committee, who is empowered to determine the issue on behalf of the Trust Board.

The Administrative Process

Organisations seeking to hire the school premises should approach the Office Manager, who will identify their requirements and clarify the facilities available. A Hirer Booking Form should be obtained and completed at this stage. Hirers will also be issued with a copy of the terms and conditions. The Trust Board has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once the completed forms have been received by the school and signed by the Principal, a copy of the Hiring Booking Form will be returned to the hirer as confirmation, setting out full details of the letting.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the school will be paid into the school's delegated budget. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

Management Responsibilities

- The Trust Board shall jointly set letting charges as soon as practicable after the commencement of each school year and Trustees shall take advice from the Principal and the School Office Manager in this regard
- All lettings (including the types of activities undertaken) shall be at the absolute discretion of the Principal.

- The Trust board shall approve lettings that require a rental licence or any renewal of such a licence. The Trust Board shall seek and have regard for the recommendations of the Principal in respect such approval.
- Hirers adhere to school's Child Protection Policy, Travel Policy and Plan, relevant Health & Safety regulations, the school's Health, Safety and Welfare Policy, the school's Security Policy.
- An annual report on lettings will be made to the Trust Board and will include information on users, finances, incidents and accidents.

Conduct of users

This is set out in the Terms and Conditions for use of Academy premises (appendix 1).

Access and Security

The Principal has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

A £10 fee will cover unlocking and locking of the car park and premises (set out in costs above).

Hirers must not arrive at site before 6pm and must leave site promptly by 9pm.

Public Liability and Accidental Damage Insurance

The hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out.

SignedJ. Croft.....

Director, Omnia Learning Trust