



*Inspiring Educational Excellence for Everyone*

**ARDEN** *forest*  
C of E Multi Academy Trust

## Lettings Policy

**Last Reviewed:** Feb 2019

**Next Review date:** Sept 2019

### **INTRODUCTION**

- 1.1 Arden Forest C of E Multi Academy Trust (MAT) has adopted the 'Policy and Conditions for the Hiring of Educational Premises and Grounds Out of Normal Hours' by Warwickshire County Council, which is attached to this policy.
- 1.2 Information in this policy is personal to the Arden Forest C of E Multi Academy Trust.

### **2 ADDITIONAL INFORMATION CONCERNING PRINCIPLES**

- 2.1 The schools of the Arden Forest Multi-Academy Trust (MAT) aim to be open and welcoming. Part of that approach is to allow the use of the school's facilities by the community.
- 2.2 Any lettings must not interfere with the work of the school involved as a learning environment.

### **3 ADDITIONAL INFORMATION CONCERNING APPLICATIONS.**

- 3.1 Some organisations may be considered incompatible with the aims and ethos of the Multi Academy Trust or undesirable for other reasons. These groups could include cult groups of any kind and/or extreme political groups. Each request will be considered and could be refused at the discretion of the Headteacher.

### **4 ADDITIONAL INFORMATION CONCERNING COSTINGS.**

- 4.1 Hire costs will be based on the following criteria:
  - Full rate – organisations without any educational purpose
  - Concessionary rate – organisations with approved educational purpose.
  - Half concessionary rate – youth and children's organisations where no fundraising activity is involved.

- Free use – any activity associated with the corporate use of the school – governors, PTA, meetings and courses organised by the MAT Trust Board
- 4.2 Hire costs will increase with inflation unless the Headteacher feels a worthy organisation’s finances would not permit it and the activity would therefore cease.
- 4.3 The local governing body and headteacher have the discretion to vary charges if there are particular circumstances, which warrant it.
- 4.4 Rates reflect the costs that each Academy will incur in providing this facility i.e. heating, lighting, caretaking costs etc.
- 4.5 Hire charges are as follows:

AREA OF SCHOOL	FULL RATE				CONCESSIONARY RATE			
	2 HOURS	M-F ALL DAY	SAT ALL* DAY	SUN ALL* DAY	2 HOURS	M-F ALL DAY	SAT* ALL DAY	SUN* ALL DAY
HALL	£40	£60	£65	£70	£35	£45	£50	£55
CLASSROOM	£20	£35	£40	£45	£18	£30	£36	£38
FIELD	£20	£35	£40	£45	£18	£30	£36	£38
WHOLE SCHOOL	£60£80	£110	£130	£135	£60	£85	£100	£110

\* Temple C of E Primary School does not let school premises at weekends.

- 4.6 There is no charge for unavoidable cancellation as long as reasonable notice is given.

Swimming Pool at St. Nicholas C of E Primary School:

Rate per hour	
1 hour	£60
2 hours	£90
3 hours	£110

Where necessary a suitably qualified lifeguard can be provided at an additional cost.

Use of the swimming pool by local parent and toddler groups during school hours and term time will be at a charge of £2.00 per family. This is designed as a community facility rather than profit making.

## 5 ADDITIONAL INFORMATION CONCERNING HEALTH AND SAFETY.

- 5.1 Each Academy’s Health and Safety Policy must be adhered to at all times.
- 5.2 The group’s leader must report any health and safety issues to the key holder/Headteacher/Head of School immediately.

- 5.3 The telephone number of the key holder/Headteacher/Head of School is made available to the group's leader, for use in the event of any problems.
- 5.4 Once everyone has arrived and the session begins, **the latch must be put down on the front door.**

## **6 MONITORING AND EVALUATION.**

- 6.1 The policy, including charges, will be monitored throughout the school year.
- 6.2 Any changes to either the policy or hire costs will be made at the beginning of the financial year i.e. April.
- 6.3 Existing groups will be notified of any changes at the end of each financial year.

## **IMPLEMENTATION.**

- 6.4 The Trust Board of the Forest of Arden MAT, CEO, local governing bodies and Headteachers of the Forest of Arden MAT are responsible for the implementation of the Lettings Policy.

## **7 CONSISTENCY.**

- 7.1 These procedures have been developed to ensure a consistent approach to the school being hired and all eligible groups treated equally.

## **8 DEVELOPMENT OF THE POLICY.**

- 8.1 The Chief Executive Officer following consultations with the Forest of Arden MAT Trust Board and discussions with the Headteachers and local governing bodies developed this policy.

## **9 RATIFICATION.**

- 9.1 This policy will be approved by each local governing body and agreed and ratified by the Trust Board of the Forest of Arden MAT. Any subsequent revisions to the policy will be presented to the Trust Board of the Forest of Arden MAT

## **10 REVIEW.**

- 10.1 This policy will be reviewed, approved and ratified September 2019.