

Community Use Policy



KAA Mission Statement

INTREPIDUS

(adj.)

Definitions: Undaunted, fearless, bold

KAA has at its core the pursuit of the very highest standards in education, both inside the classroom and beyond it. We believe all children can exceed their expectations, no matter what their prior attainment and experiences. At our school no child will be labelled; we will treat them all as intelligent and individual. Through our ethos, our extended curriculum and our entrepreneurial approach we will develop students into confident, rounded individuals, equipped for anything that life throws at them. Our motto – INTREPIDUS – will help us to realise our ambition.

As KAA staff we aim to:

- Create a culture of high aspirations, high motivation and high achievement for all
 - Build a strong community based on fairness and personal responsibility
 - Welcome, value and respect all who come in the school
- Be reflective and committed to our ongoing development as teachers and leaders, in our continuous strive for excellence
 - Promote positive dialogue and partnership with our community

Our four core values are:



We know that they will guide our work to create an outstanding academy which can transform the lives of our students.

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1. Introduction

Making schools accessible to the local community helps raise pupils' motivation, improves security for the school site, and fosters a sense of ownership in the wider community. The School Standards and Framework Act 1998 explicitly calls for school governors to make their school premises, where possible, available for community use.

2. Why community use?

The Academy provides the local community with a range of sports and other facilities. Using the local school as a centre for sport, drama and performing arts, and community action helps regenerate and strengthen communities. Schools can also support community learning and improve local health and well-being.

Developing strong links with the community creates a greater opportunity to promote the value of parent engagement in securing better outcomes for their children, provides a context for ensuring strong links between education and the world of work and reinforces the value of education for the wider community.

Kensington Aldridge Academy represents a huge investment in social capital within the North Kensington area. The Academy's sponsors are keen that the facilities are made available to the local community and wish to develop partnership with local community and educational groups to support their local activities.

The design of the building recognises the vision of both sponsors to enable community use.

3. Community Use Plan

The Academy building provides a range of facilities, which will be available mostly beyond the main Academy day. The following areas will be made available, when possible, for Community Use:

- A Sports Hall
- A Multi Use Games Area (MUGA)
- A dance studio
- Changing facilities
- A Theatre and performing arts area
- A canteen and dining terrace
- Classroom spaces

All of these areas (with the exception of the MUGA) are located on the lower ground and ground floors with easy, secure access to both entrances of the academy. The MUGA is located on the second floor, with easy access up the staircase from the community entrance. The classrooms are located on a number of floors within the academy, secure management of access will be in place throughout the hire.

Priority for use of the facilities above will be made as follows:

1. Academy use for students and Academy events
2. Community Users

Note – Academy use for students will always take priority unless the Academy agrees to waive this right. Priority for other users only applies when a facility, or particular time of availability of a facility, has not been booked or where an existing booking is scheduled for review. In addition, the Governing Body retain the right to refuse

hire of the building to any group should they consider the arrangement to be contrary to the interests of academy students and staff or a risk to the wider success of the school.

4. Hours of Availability

The Academy buildings are available for community use/hire in the evenings, weekends and school holidays. There is no Community Use before 6pm on weekdays during term time.

- From 6pm Monday to Friday during Academy term time
- At all other times during weekends and school holidays

The use of the academy building and the use of the outdoor MUGA in the evenings and weekends must comply with planning regulations to avoid disruption to residents. These state:

- Academy - 07:00 – 22:30 (any day)
- MUGA - 09:00 - 22:00 Monday – Friday and 10:00 – 20:00 on Saturdays, Sundays and public holidays.

5. Permitted Use

The Academy agrees for the premises to be hired for the following Approved Uses during any Approved Hours:

- Balls Sports
- Racquet sports
- Martial Arts
- Drama rehearsals and training
- Dance rehearsals and training
- Performances
- Self help groups
- Healthcare provision
- Other public services
- Yoga, Pilates and other similar uses
- Worship
- Car boot sales
- Children's Parties
- Social events
- Meetings other than political meetings
- Training, education and tuition
- Film/TV productions (with express agreement from the Principal)

6. Charging

Governors will agree a charging policy to cover hire costs, primarily relating to cleaning and to security, which will be reviewed periodically in agreement with the letting company "Schools Plus".

7. Variations

No member of staff is allowed to vary the terms and conditions on which the Academy premises are hired to either individuals or organisations nor to deviate from the governor's published charging policy without the agreement of the Principal / Director of Finance & Operations.

8. Lettings Documentation

All formal hiring of the Academy premises, including those for which no charge is made shall be properly documented. All hirers **must** complete a Lettings of Hire Agreement (Booking form) directly with the letting company “Schools Plus”, and are to receive a copy of the Terms & Conditions of Hire. The Hire Agreement is a contract that the governors may enforce in law.

9. Discounts

These form part of the scale of charges and are the only permitted variations to the standard charges.

10. Minimum charges and deposits

The letting company “Schools Plus” reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition, necessitating their incurring additional cost for cleaning, caretaking or other expenses.

11. Cancellations

Governors will seek to recover any cost incurred by the Academy which are unavoidable and result directly from the cancellation of a letting.

12. Payment methods

The governors are mindful of their responsibilities in safeguarding the academy from bad debt. Therefore payment at the time of booking is the norm. In all cases where cash or cheques are paid over then an official receipt must be issued.

13. Security

The governors insist upon continuous caretaking presence to ensure that the hiring does not leave the school vulnerable to theft or damage.

14. Conditions of Hire

The use of premises has to be restricted to the use and accommodation specified in the hire permit. The hirer should take all precautions to prevent any damage. Some footwear in particular can cause damage to floors and persons wearing such footwear will not be permitted to enter the premises. The hirer is required to pay for any breakages, losses or damage to property arising out of the letting. Further details are set out in the Lettings of Hire agreement.

Use of school equipment will not generally be included in hire agreements.

Nominated Representatives of the Academy governors must be given free access to the hired premises for the purpose of inspection. The Academy governors also reserve the right to cancel any letting in which case a proportion of the charges will become refundable.

The Academy may require the Hirer to present evidence of Third Party (Public Liability) insurance within a minimum indemnity limit of five million pounds for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property including the hired premises, arising out of the hiring of educational premises.

The Academy will not be responsible for any injury to persons or damage to property arising out of the hiring of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the Academy

The sub-letting or sharing of the premises is prohibited.

Hirers with responsibility for children will be required to present evidence that all their activities are compliant with the relevant regulation, including enhanced DBS checks of responsible staff.

15. Public Safety

- The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and fire exits.
- The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

Licences are generally required for:

- Performing plays
- 'Public dancing, music or other public entertainment of a like kind' under the Local Government (Miscellaneous Provisions) Act 1982
- Games of bingo

Hirers should ascertain whether or not a licence is required for these uses, or for any other use to which premises are to be put, and, if so, to obtain and ensure full compliance with the necessary licence. The premises are not already licensed.

Intoxicating liquor is not permitted to be sold to the public or supplied on educational premises without the express consent of the Academy governors, which the governors will not be obliged to give or give reasons for refusal. Details of the license for the sale to the public of intoxicating liquor will need to be available for inspection.

The premises are not licenced under the Cinematography Acts and no inflammable films or materials of any inflammable nature should be used.

When commercial sound recordings (gramophone records, tape recordings or CDs) are publicly used, an application for a licence to use such recordings must be submitted to Phonographic Performance Limited, Evelyn House, 62 Oxford Street, London W1N 0AN. Application forms may be obtained from them on request.

Under the conditions of the Performing Rights Society, hirers of educational establishments are required to furnish details direct to the Society of 'all musical works, whether published or in the manuscript, performed at the premises locally, instrumentally or mechanically, at entertainments for which a charge is made'. A form can be provided that should be completed and forwarded direct to the Performing Rights Society Limited immediately after the letting has taken place.

16. First Aid

The governors take no responsibility for First Aid provision. Hirers are required to provide details of their own First Aid cover at events.

17. Non-Smoking

The Academy adheres to new government legislation and is a non-smoking environment. Hirers using the Academy premises must adhere to these regulations and are not allowed to smoke within the Academy building or its surrounding grounds.

Please note: Individuals or organisations that breach these regulations will be subject to a fixed penalty fine of £50 or up to £200 on summary conviction.

18. Cleaning Costs

Any additional cleaning cost must be met by the hirer.

19. Sports Equipment

The Academy does not provide sports equipment.

20. Academy MUGA Pitches

The hirer must ensure that the use of the MUGA pitches will not prejudice its use for normal purposes. Full supervision by a responsible adult must be undertaken whilst being used.

21. Parking

No parking facilities are available at the Academy.

22. Litter

The hirer is responsible for leaving the academy facilities litter free and fit for the main purpose of teaching and learning. Failure to adhere to this will result in any future lettings being cancelled. All cleaning costs must be met by the hirer.

23. Storage

The Academy does not provide any storage facilities.

24. Behaviour

Hirers of all facilities are responsible for the behaviour of those present and full supervision by a responsible adult is imperative. No adults/juniors should be allowed access to any other areas of the Academy building/premises other than those specified in the Hire Agreement/Letting form.

25. Review of the Community Use Plan

This plan will be reviewed by the Governing Body periodically.