



# **Lettings Policy**

**Reviewed and approved by  
the Trustees of  
Leodis Academies Trust  
on 2 July 2020**

This is Leodis Academies Trust's Lettings Policy which must be implemented and adhered to in each Academy within the Trust.

The Trustees are responsible for the overall Lettings Policy.

The Local Governing Board and Principal of each Academy are responsible for the implementation of the Lettings Policy.

The Trust is aware of its responsibilities for safeguarding children and, when letting out School premises, has due regard to safeguarding policies and practices and the Prevent Duty on anti-radicalisation. The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff, governors, volunteers, hirers and their representatives to share this commitment.

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies (including academies), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that academies ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

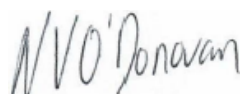
Therefore, the hirer is not to use academy resources to espouse violent and/or non-violent extremist views.

The Government have defined extremism as "vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces".

### **Distribution**

Leodis Academies Trust – Central Team  
Blackgates Primary Academy  
East Ardsley Primary Academy  
Hill Top Primary Academy  
Westerton Primary Academy  
Woodkirk Academy

Signed: ...



N O'Donovan  
Chair of Trustees

## **1. PRINCIPLES**

- 1.1. Leodis Academies Trust aims to maximise the use of all its academies and their facilities. The intended purpose of the academies' facilities is to benefit the school community; however, the trust understands that extending the use of the premises to the wider community allows us to boost our income and provide an advantage to the clubs and groups who will use our facilities.
- 1.2. The Trust endeavours to positively contribute to increasing participation in sport and physical activity in the local community.
- 1.3. The Trust policy is to make available the premises and facilities for hire to individuals, clubs, organisations and companies who operate in either a voluntary or commercial capacity.
- 1.4. The arrangements for the use of facilities at each Academy are set out in the Community Use Agreement with Leeds City Council.
- 1.5. Westerton Academy and Blackgates Primary Academy currently uses Leeds City Council's Schools Lettings Service to provide a full lettings service. All lettings must be carried out through the Schools Letting Service. This is a formal contractual arrangement known as a Service Level Agreement, which is renewed each year. This service includes:
  - 1.5.1. Accepting and processing applications on behalf of the academies.
  - 1.5.2. Invoicing and collection of all amounts due from hirers.
  - 1.5.3. Payment of all amounts collected to the academy on a termly basis.
- 1.6. Leeds Schools Lettings Service will consult with the School Business Manager/Site Manager to accept or decline applications for hire of the premises.
- 1.7. Woodkirk Academy manages its own lettings through a lettings website created by SchoolHire through which all bookings are processed. The School Business Manager/Site Supervisor can accept or decline requests for hire of the premises. All payments are collected through the website including providing invoices. Payments are made to the Academy on a monthly basis.
- 1.8. The Trust has adopted the Leeds City Council "Guide for Academies". However the Trust reserves the right to vary the terms at its own discretion, particularly the recommended charging rates.

## **2. CHARGES**

A policy of affordable pricing shall apply to maximise Community Use.

## **3. WOODKIRK ACADEMY, WESTERTON PRIMARY ACADEMY AND BLACKGATES PRIMARY ACADEMY**

Charges are determined by the Local Governing Body and are reviewed on an annual basis during the Spring term in preparation for the new school year. These are then communicated to Leeds Lettings Service for the Primary Academies and updated on the SchoolHire website for Woodkirk Academy, they are also available on request directly from the schools and other community groups.

## **4. PFI ACADEMIES**

- 4.1. PFI academies within the Trust do not currently offer lettings.
- 4.2. Lettings are subject to the terms of the PFI contract and are not permitted as a right. Where they are permitted, there would be no financial benefit to the school, as all charges and costs would be through Leeds CC and the PFI company.

## **5. ACADEMIES JOINING THE TRUST**

New academies joining the Trust will continue to use existing prices until they are reviewed in line for the following September.

## **6. REVIEW**

All charges will be reviewed on an annual basis and increased in line with inflation and due regard to Leeds CC charges.