



LANGTREE SCHOOL TRUSTEES’ LETTINGS POLICY

LANGTREE SCHOOL ACADEMY TRUST COMPANY
AN EXEMPT CHARITY LIMITED BY GUARANTEE
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, trustees of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Head Teacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

| STATUS: | | | |
|----------------------------------|---|--------------------------------|--|
| RECOMMENDED | ✓ | STATUTORY | |
| REVIEW FREQUENCY | | Annual | |
| DATE OF POLICY | | January 2025 | |
| DATE OF LAST REVIEW | | March 2025 | |
| REVIEW DUE | | March 2026 | |
| EXECUTIVE LEAD | | School Business Manager | |
| COMMITTEE | | Finance | |
| Signed: Chair of trustees | | | |

Introduction

The school contracts School Space to manage all its community lettings. School Space will operate the facilities in line with its agreement with the School and the School's Lettings Policy. All fees and hire charges will be paid to School Space and then passed on to the school; all communications and negotiations regarding bookings will be conducted through School Space, with the exception of complaints regarding School Space. In such circumstances, the hirer should have made reasonable efforts to first discuss and resolve their complaint or grievance with School Space.

The school premises will be made available to members of the local community when they are not required by the school on a first come, first served basis and with the opportunity to re-book slots on an annual basis thereafter.

Consideration will be given to all applicants, but School Space and the trustees reserve the right to refuse applications for use of Langtree School's premises.

School Use

No charges will be incurred for use of the premises by the Board of Trustees, the School itself or for certain purposes with the special agreement of the trustees Finance and Premises Committee, provided that the facilities used are left at least as clean as they were found, and staffing provided by the School.

Commercial Lettings

The following charges, which are reviewed annually, apply to commercial lettings:

| Facilities (fees as at Feb 2025) subject to change. | Charges for 1 hour from: |
|--|---------------------------------|
| Astroturf (half pitch) | £48 |
| Sports hall | £55 |
| Main hall | £41.50 |
| Drama studio | £21.50 |
| Music room | £21.50 |
| Dining hall | £28 |
| Classrooms | £21.50 |
| Tennis Court | £15 |
| Playing Fields | £21.50 |
| Other outside spaces | £15.00 |

Accessibility

Langtree School is fully committed to the responsibilities placed on schools in the Special Educational Needs and Disability Act 2001.

Langtree School will consider the needs of all people in school including:

- students who may be disabled but not have a statement of special educational need nor be on any stage of special needs assessment
- Teachers and other school staff
- trustees
- All visitors to school

Langtree School will ensure that wherever practicable, reasonable adjustments are made for disabled students, staff and external users of school facilities.

Terms and Conditions:

- No lettings to persons under the age of 18.
- No lettings to any organisation with an unlawful or extremist background.
- If activities are aimed at children, they should ensure that appropriate arrangements are in place to keep children safe, such as : Mandatory DBS checks. Up to date safeguarding policies, procedures and training are evidenced by the organisation
- No subletting permitted.

Full booking terms and conditions from School Space below.

Complaints

Any complaints should be notified to School Space in writing as soon as possible and within seven days of any incident. School Space will notify the school and the complaint will be investigated in line with the School's Enquiries and Complaints.

Cancellations

The school reserves the right to cancel a letting:

- On occasions the school needs to use its own facilities at times which may clash with bookings. In
- This event the school shall give a minimum of two weeks' notice to the hirer and seek to offer alternative accommodation/facilities;
- If there is a breakdown to any of the facilities required for their particular letting, the school will not charge and will endeavour to notify School Space as soon as possible and cannot accept any liability.
- The school reserves the right to cancel any booking with immediate effect where the hirer is in breach of the terms and conditions of this Lettings Policy and any sums paid by the hirer shall be forfeited.

Booking terms for all customers:

<https://school-space.org/terms-conditions/>

Safeguarding information:

<https://community.school-space.org/safeguarding/>