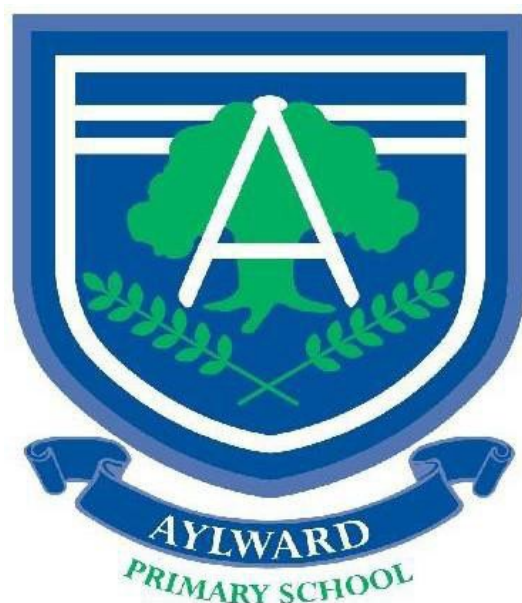




SCHOOL COMMUNITY USE PLAN

GB Committee Responsible:	Finance & Premises
Reviewed by:	Louise Kelly & Marion Tam
Review Date:	September 2025
Approved by Committee:	9 th October 2025
Next Review Date of Policy: Next Review Date of Action Plan:	September 2028

Preface

Safeguarding:

The safeguarding of children and young people underpins the work of the Aylward Primary School and must be adhered to as a prime responsibility. Hirers must ensure that children and young people under the age of 18 using the facilities are supervised at all times as they may not be the sole users of the building.

Equality:

Aylward Primary School is committed to providing all staff, students, parents, visitors and members of the wider community using the sites with equality of opportunity regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All policies are screened for their impact on equality and issues are addressed if they arise. Aylward Primary School will provide special consideration on an individual basis if anyone is considered to have a specific special need. This policy, and its associated procedures and protocols, is based on these key principles.

Introduction

Aylward Primary School is an all ability school which sits on the edge of Harrow Borough community. Its vision is to be a learning hub for its students, staff and local, national and global community both physically and virtually. As such it is keen to promote the community use of the school facilities.

Rationale for Community Use

Making the school accessible to the community helps to raise our students' motivation and improves links with the community. We aspire to the highest standards and expectations for holistic achievement. Support from our stakeholders is a crucial factor in improving community learning and attainment and combatting social exclusion.

Aylward Primary School wishes to be a centre for adult learning, community sports and leisure and for exhibitions and conferences which will support and strengthen our communities and business partnerships.

Aylward Primary School wishes to enable the community to have a wider range of choice for sporting activities to encourage sport and fitness amongst both young people and the wider community.

Aylward Primary School wishes to work with a wide range of stake holders to ensure that access to sport and leisure is both available and affordable.

Aylward Primary School wishes to contribute to the goals of Harrow & Wealdstone District for sport and leisure opportunities.

Aylward Primary School wishes to increase its income from lettings to provide more learning opportunities for its students and the local community.

Community Use Plan

The Academy trust's buildings in Pangbourne Drive provide a range of amenities, which it is intended will be available at various points during the evenings and at weekends and holidays.

The facilities are available, subject to them not being used by students and staff, for community use in line with any planning permissions granted:

These include:

- The Large Hall for Sports.
- Sports Pitches
- Food Technology room
- Conference, Training and Exhibition Facilities

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

- Academy use for students and academy events
- Community Users i.e. Non-profit making registered charities and organisations wishing to hire facilities for the benefit of local residents
- Other registered charities/group users
- Private individuals/company users

Consultation and Community Involvement

Aylward Primary School wishes to consult with and involve the community and interested groups in developing the Aylward Primary School Community Use Plan.

The academy will publish reports on a regular basis of any consultation that has taken place.

Community Use and Charging

Aylward Primary School will publish on its website and through local media the range of sport and leisure facilities available.

Aylward Primary School will agree a charging policy for community use that will be published on the School Website.

Aylward Primary School will ensure its prices are no greater than for similar local authority run facilities in Stanmore (see attached addendum with price list for the current year)

Scale of Charges

In arriving at their scale of charges Aylward Primary School will follow the following principles:

- community users will receive a predetermined discount on the commercial rates in line with local authority run facilities;
- other users will be charged on a commercial basis;
- there will be parity of treatment for similar users;
- overall the cost of letting Academy facilities will be recovered from users.

For the purpose of charging, the Business Manager and Headteacher have delegated powers from the Board of Directors to determine to which category any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

Please see Appendix 1 for details of the scale of charges. The charges are also available on the 'Lettings' section of the school's website.

Targets

- To contribute to the overall sport and leisure provision in Stanmore and Harrow district
- To increase participation in sports and leisure amongst the local community through ensuring that facilities are booked and used to maximum capacity
- To work with local sports clubs to ensure that facilities required are available for teams and individuals to improve their skills
- To enable young people to benefit from top quality sports and leisure teaching and facilities
- To ensure that the school does not reduce community access without Sport England's consent.

Hours of availability

The school buildings will be available for community hire between the hours of 9.00 am - 10.00pm where this does not impinge on the education of academy students or school events. More specifically the community will have access between 6.00pm and 10.00pm on weekdays, 8.00am and 9.00pm on Saturdays and 9.00am and 7.00pm on Sundays and during the academy holidays, subject to availability and provided that the school buildings are not required for academy use and academy events.

Once a letting has finished, the hirer must vacate the site – including the car park area.

The school buildings will not be available for use on Bank Holidays.

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 Aylward Primary School published charging policy without the joint agreement of the Business Manager and the Headteacher.

Lettings Documentation and Booking Arrangements

All formal hiring of the school premises, including those for which no charge is made shall be properly documented. All hirers must complete a Lettings Agreement and are to receive a copy of the Conditions of Hire. Further details are available in the Lettings section, on the school website. The Lettings Agreement is a contract that may be enforced in law.

Financial Matters

Any profits from the use of the facilities will be used to maintain and further enhance the facilities at Aylward Primary School.

Accounts will be audited by the Academy Trust's appointed auditors.

The Board of Directors will scrutinise termly reports on the accounts including community use.

Value Added Tax

The Trust is required by law to apply Value Added Tax to all transactions where this is appropriate.

Minimum charges and deposits

The minimum hire period will be one (1) hour.

Aylward Primary School reserves 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 the incurrence of additional cost for cleaning, caretaking or other expenses.

Cancellations

Governors will seek to recover any costs incurred by the academy which are unavoidable and result directly from the cancellation of a letting. Details of the charges will be shown in the scale of charges in Appendix 1.

Payment methods

Aylward Primary School is mindful of its responsibilities in safeguarding the academy from bad debt. Therefore, payment may be required at the time of booking. The school's preference is payment by bank transfer. In all cases where cash or cheques are paid, then an official receipt must be issued.

Security

Aylward Primary School insists upon continuous site team presence to ensure that the hiring does not leave the academy vulnerable to theft or damage.

Conditions of Hire

The use of the premises has to be restricted to the use and accommodation specified in the letting agreement. 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.

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

The Hirer will be expected to hold a minimum public liability insurance of £5m. The Academy may be able to assist via their existing insurers if Community groups have difficulty obtaining this insurance. Conditions would apply i.e. insurance must not have been refused for this activity by another insurer. 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.

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.

The charge for accommodation includes the use of furniture only within the room. In the event of the hirer requiring additional furniture a separate charge will be made according to circumstances.

Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval. The Site Manager can advise.

Licenses 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 license is required for these uses, or for any other use to which the premises are to be put, and, if so, to obtain and ensure full compliance with the necessary license. 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, which the academy will not be obliged to give nor give reasons for refusal. Details of the license for the sale to the public of intoxicating liquor will need to be available for inspection.

When commercial sound recordings (gramophone records, tape recordings, CDs or digital music) are publicly used, an application for a license 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 directly 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 directly to the Performing Rights Society Limited immediately after the letting has taken place.

Community Sports Users

Where a community sports group has booked a regular hiring and requires specific equipment in order to facilitate that activity which is not easily portable, the academy will make every reasonable effort to provide on-site storage depending on space available. The academy will not be responsible for any loss or damage to equipment stored on behalf of the third party. Major equipment owned by the academy for sporting activities will be provided, but peripheral equipment must be provided by the hirer e.g. badminton nets will be provided, however racquets and shuttlecocks will not. To facilitate a new sports club in their infancy, interim arrangements can be made to hire small equipment, but that club will be responsible for loss or damage, during use.

Risk Assessments

Aylward Primary School will provide risk assessments for each area along with academy equipment which is being let. The hirer must ensure that s/he reads the risk assessment and that it is communicated to those using the space.

Fire and emergency evacuation

Should the fire alarm sound, it is the hirer's responsibility to evacuate those in the hired space, removing them to a muster point and to take a register to ensure that all of the group is evacuated from the building. The hirer should then report the results of the register to the person in charge of the building.

All hirers **must** take instruction regarding fire and emergency evacuation from the person in charge of the building. It is the hirer's responsibility to ensure that those for whom they are responsible are familiar with evacuation procedures and fire exits.

First Aid

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

Non-Smoking

The academy adheres to 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.

Telephones

There is no access to public telephones on the school premises.

Cleaning Costs

The hirer must ensure that the premises are left clean free and in the condition in which they were let. Cleaning arrangements for lettings are covered in the academy cleaning contract. However, the hirer may be subject to additional charges if the conditions of the premises are left in an unreasonable state and the academy incurs additional charges from their cleaning contractor.

Parking

Some parking facilities are available at the school on a first come first served basis, with priority given to academy staff. The academy trust asks that if insufficient parking is available, hirers are considerate to our local community and do not park in such a way to cause offence to our local residents.

Litter

The hirer is responsible for leaving the academy facilities litter free and fit for the main purpose of teaching and learning.

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. Children and young people under the age of 18 must be supervised by the hirer and the conditions of use must be explained to them.

Management Committee

A Management Committee will be set up by the Academy Trust, following full hand over of the school site, with the aim of developing the community use of the Facilities. Membership shall include the Headteacher, a representative from the Trust and the School Business Manager.

The Management Committee will annually consult the Local Authority to assist with maximising the use of the school facilities.

The Management Committee will, in accordance with this Agreement, seek to establish a practical policy framework for the management and operation of the Facilities. This framework should seek to enable:

- a policy of affordable pricing to assist in the achievement of the aims of this Agreement.
- the promotion and forward planning of development activities, at times which best suit the target groups;
- equal opportunities of access;
- an easy and accessible booking arrangement for casual use and block booking, this system to be reviewed on an annual basis;
- an appropriate marketing strategy for the marketing of the Facilities.

The Headteacher will have overall responsibility for the management of the facilities. Day to day management of Community Use is delegated to academy trust staff members with that function as part of their role.

Review of the Community Use Plan

This plan will be reviewed every 3 years by the Finance & Premises Committee who will assess its implementation and effectiveness.

Monitoring, Evaluation and Review

Regular meetings between the staff members responsible for Community Use and the Business Manager will take place.

Regular meetings will take place to monitor use of these facilities. A report will be given termly to Finance & Premises Committee.

LETTING OF AYLWARD PRIMARY SCHOOL PREMISES

SCALE OF CHARGES

Hirers will be charged at our hourly rate and not part thereof

ALL LETTINGS SUBJECT TO “CONDITIONS OF USE”

Facility	Regular Bookings Evening / Mon - Fri Per Hour £	Occasional Hire Evening / Mon - Fri Per Hour £	Regular Bookings Saturday / Sunday Per Hour £	Occasional Hire Saturday / Sunday Per Hour £
Large Hall	35.50	60	65	70
Small Hall	25	35	30	40
Technology Room (in conjunction with a Hall Letting)	15	25	20	30
Outdoor Areas	Please contact us to for further details and to discuss your requirements			

Further details are available on the school's website:

<http://www.aylwardschool.org.uk/lettings/>