



**DROYLSDEN**  
Academy

# Lettings Policy

## **Introduction**

The Governing Body regards the Academy buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the Academy in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

The Academy's delegated budget (which is provided for the education of its students) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Academy in respect of any lettings of the premises. As a minimum, the actual cost to the Academy of any use of the premises by an outside organisation must be re-imbursed to the Academy's budget.

## **Definition of a Letting**

A letting may be defined as "any use of the Academy premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the Academy, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by Academy staff, fall within the corporate life of the Academy. Costs arising from these uses are therefore a legitimate charge against the Academy's delegated budget.

## **Priority for Lettings**

The Governing body is mindful of the needs of the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings and will endeavour to meet the needs of the community.

## **Security**

The Co-Headteachers have delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

## **Management and Administration of Lettings**

The Co-Headteachers are responsible for the management of lettings, in accordance with the Governing Body's policy. Where appropriate, the Co-Headteachers may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the letting process.

If the Co-Headteachers have any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chair of the Finance and Premises Committee (or alternative, as appropriate), who is empowered to determine the issue on behalf of the Governing Body.

From September 2022 the management and administration of Academy lettings has been delegated to Edu-Lettings.

Edu-Lettings are a site management company who hire out the Academy facilities on behalf of the school which brings in an additional income. All bookings are at the discretion of Edu-Lettings with oversight by the Academy.

Lettings staff are employed by Edu-Lettings with all responsibility for their pay and employment rights falling under the remit of Edu-Lettings.

The agreement with Edu-Lettings states that all profits are calculated after employee costs have been removed. The Academy receives notification of the income generated monthly. The profit share is 70% towards the Academy and 30% for Edu-Lettings.

Droylsden Academy do not operate the booking system but do have access in order to monitor bookings and the staff covering each shift. Any changes to the facilities available to hire must be communicated to Edu-Lettings at the earliest convenience. Whilst the Academy needs remain the first priority there must be consideration for prior bookings and continued excellent customer service.

The Edu-Lettings booking system can be accessed via the Academy website or via the link below;

<https://bookings.edu-lettings.org/manchester/edu-droylsden-academy>

**Appendix 1 – Recommended Footwear in the Sports Hall:**

RECOMMENDED FOOTWEAR



SURFACE TYPE

SAND DRESSED/WATER BASED	✓	⚠	✗	✗	✗
LONG PILE CARPET	⚠	✗	✓	✓	✓
SAND FILLED CARPET	✓	⚠	✗	✗	✗

**KEY:** ✓ Recommended ✗ Not Recommended ⚠ Not Ideal  
**ALL FOOTWEAR TO BE CLEAN AND STUDS IN 'AS NEW' CONDITION**