



# Lettings Policy

**Ratified by trustees: July 2023**

**To be reviewed: July 2025**

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# Westminster Academy Trust

## Lettings Policy Statement

### RATIONALE

The trustees of Westminster Academy Trust recognises that some schools let the premises to a range of individuals/organisations for a variety of purposes. The trust board recognises that such organisations may add value to the experiences of young people and families residing in the community served by the school.

### CIRCUMSTANCES SPECIFIC TO WESTMINSTER PRIMARY SCHOOL

The trustees have taken the view that the school premises will not be let for profit. The trust board does not actively promote or encourage the letting of the premises. This decision has been taken to minimise the risk of damage or disturbance of the site as well as reputational risk in instances where outside organisations may have particular political perspectives or views incongruent with British values. However, if the trust board is approached by a known community organisation wishing to make use of the facilities, decisions will be made on a case by case basis.

### TIMINGS OF LETTINGS

A letting outside of school hours will only be approved if the Site Manager is able to be in attendance and reimbursement of caretaking costs will be agreed. A risk assessment appropriate for the activity will be carried out prior to approval.

### VOLUNTARY CONTRIBUTIONS

A known community organisation which lets the school facilities may pay a voluntary contribution if they wish to do so.