

The logo features a blue trapezoidal shape in the upper right corner containing the text 'The Kite Academy Trust'. Below this, four wavy, overlapping lines in blue, green, red, and purple extend from the trapezoid towards the left side of the page.

**The Kite
Academy
Trust**

THE KITE ACADEMY TRUST

INCOME & LETTINGS POLICY

P1179

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1 Introduction

The Kite Academy Trust recognises the role of each of its academies within their communities and welcomes the use of the academy premises for a variety of purposes, providing beneficial leisure and other opportunities. Lettings must not conflict with the Trust's charitable objectives and must not be used for political, extremist or unlawful purposes. The Trust reserves the right to refuse any letting on these grounds.

2 Hire & Charges

An academy's delegated budget will not be used to subsidise any lettings by community or commercial organisations. Lettings charges must cover all direct and indirect costs, including utilities, staffing, cleaning and wear-and-tear, to ensure no subsidy from public funds.

In operating this policy, the needs of an academy should be given priority. Use of academy premises by the academy, or on behalf of the academy (e.g. Parent Teacher Associations), are not subject to the charging elements of this policy.

The Kite Academy Trust reserves the right to make a charge for the use of the academy premises. The charge may vary according to the letting. A discount may be considered for multiple lets across the Trust.

See Appendix 1 for Terms & Conditions of Hire of Academy Premises.

See Appendix 2 for the Charges for use of Academy Premises.

The Kite Academy Trust reserves the right to make a charge for cleaning services or repairs should the premises not be left in a satisfactory condition following a letting.

All lettings are subject to value added tax (VAT) in accordance with HMRC rules. Where VAT is applicable, it will be added to the hire charge. Hirers will be informed of the VAT status of their booking at the point of quotation.

3 Lettings Administration

All enquires relating to lettings of academy premises should be directed to lettings@kite.academy.

All lettings of academy premises shall be documented, including those where no charges are made.

All Hirers must complete an online lettings application form and confirm their agreement to the Trust's 'Terms and Conditions of Hire of Academy Premises' (Appendix 1) and the 'Hire & User Agreement' (Appendix 3).

The Trust will process personal data relating to Hirers in accordance with UK GDPR and the Data Protection Act 2018. Personal data will be used only for the administration and management of lettings, for safeguarding and security purposes, and for compliance with legal obligations. Hirers' information will be retained and stored securely in line with the Trust's Data Protection Policy and Records Retention Schedule.

All lettings income must be invoiced, recorded and monitored in accordance with the Trust's Finance Policy and Scheme of Delegation. No employee may authorise their own letting or discount. Any free or discounted letting must be approved by the Director of Finance and recorded for audit purposes.

4 Health & Safety

The Kite Academy Trust and its academies are committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place rests with the Hirer rather than the academy. Hirers providing services to children must have DBS checks, policies and procedures in place to ensure children's safety; these must be supplied to the academy on request. It is the responsibility of any Hirer, as an employer, to carry out DBS and other checks on its staff.

During the period of the letting, it is the responsibility of the Hirer to ensure safety for all those making use of the premises and the safety of the members of the public who may be on the premises.

Hirers must ensure that children are supervised at all times and must not access areas of the academy not included in the letting. Hirers must comply with safeguarding legislation including Keeping Children Safe in Education (KCSIE) and the Prevent Duty.

5 Review of Policy

This policy will be reviewed in the spring term and the schedule of rates for the forthcoming academic year will be updated by The Kite Academy Trust.

Document Management

Document ID:	P1179		
Last Review:	June 2026	Review Period:	1 year
Responsibility of:	Director of Finance	Ratified by:	Trustees (02.07.26)

Appendix 1 - Terms & Conditions of Hire/ Use of Academy Premises



The use of academy premises for purposes other than those of the academy itself is subject in all respects to the following terms and conditions:

1. Application for Hire

Hirers must complete an online application form and must confirm their agreement to these terms and conditions and the 'Hire & User Agreement'. A letting will only be confirmed on receipt of the completed application form and a copy of proof of relevant public liability insurance. Under no circumstances will a letting be allowed until all required documentation has been received. The Kite Academy Trust reserves the right to charge an administration fee of 5% of the total booking charge where booking forms, insurance documents or other required paperwork are not returned by the stated deadline. Lettings cannot be confirmed until all documentation is received and delays may result in the booking being cancelled or offered to another Hirer.

The Trust's insurance does not extend to Hirers unless in specific circumstances. Hirers must ensure they have adequate insurance for their activities. High-risk activities may require additional cover and the Trust reserves the right to request evidence of this.

2. Payment Terms

- i. A deposit may be requested for certain lettings;
- ii. An invoice will be issued and payment is due by return;
- iii. Payment for ongoing lettings shall be paid in advance termly
- iv. All users must be covered by insurance. If the Hirer's public limited insurance is less than £5,000,000.00, Hirers will be charged an additional 15% of the letting charge.
- v. The Kite Academy Trust reserves the right to charge for additional overheads such as lighting or heating. These charges will be made clear prior to the booking confirmation.
- vi. The Kite Academy Trust reserves the right to make a charge for cleaning services or repairs should the premises not be left in a satisfactory condition following a letting.
- vii. A minimum charge of 1 hour per letting is required.

3. Academy Hire

Hirers will only have access to areas specified in the lettings application. In no circumstances is access permitted to any other part of the premises or unauthorised use of any outside area. Booking times must allow sufficient time for preparation before, and clearing away after, the letting. Academy equipment may only be used with prior agreement. Alcohol must not be consumed on site, unless agreed as part of the letting and the relevant licence has been obtained. Under no circumstances is sub-letting permitted. No equipment or materials may be stored on the premises without prior written agreement. The Trust accepts no liability for items left on site.

4. Site Management

Charges for Site Manager services for the security of the building may be applied (see Appendix 2 - Charges for use of Academy Premises).

5. Site Security

For lettings outside of normal academy hours, the Hirer is responsible for the security of the premises; the Hirer must not leave the premises unattended and insecure. Should the Hirer need to leave the premises before the end of the letting period, contact must be made with the key holder.

6. Cancellation

Cancellation of a booking must be made in writing, with at least two weeks' notice, to the academy office. Any deposit paid may be refunded at the discretion of the Academy Headteacher in consultation with the Business Services Finance Team.

7. Key Holders

Please note that, should alarms be triggered on entry and/or closure of premises, charges imposed by the alarm company may be re-charged to your company.

8. Health & Safety

During the period of the letting, it is the responsibility of the Hirer to ensure the safety of those making use of the building and the safety of the members of the public who may have cause to come onto the premises.

The Hirer is responsible for ensuring that good order is kept on the premises and that the premises, including the toilet facilities, are left in a clean and tidy condition. Any rubbish generated by the let must be removed from the site by the Hirer in compliance with the Waste Stream Legislation (March 2025).

All mains powered electrical equipment brought onto the academy premises must be safe and evidence may be required that it has a valid test certificate. The use of school equipment is strictly prohibited without prior arrangement with The Kite Academy Trust.

The Hirer must read the Fire & Safety regulations of the premises. It is the responsibility of the Hirer to carry out fire drills and organise their own fire procedure. The Hirer must read the red Emergency Information file held in the academy's office/reception area. Hirers must nominate a responsible person to act as Fire Marshal during the letting and must ensure compliance with the academy's fire evacuation procedures, including awareness of assembly points and maximum occupancy limits.

It is the responsibility of the Hirer to provide first aid equipment and trained personnel. Any accidents/incidents or 'near misses' must be reported to The Kite Academy Trust.

9. Safeguarding

The Kite Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring safeguarding measures are in place rests with the Hirer, not the academy. Hirers providing services to children must ensure that DBS checks, policies and procedures are in place and must be supplied upon request.

10. Risk Assessment

The Hirer must complete their own risk assessment.

All enquires should be directed to lettings@kite.academy

Appendix 2 - Charges for use of Academy Premises 2026/27



Hire	Charges	
Hire (for staff and pupils of The Kite Academy Trust only)	Hourly	Daily
Hall hire	£28.00	£115.00
Classroom hire	£23.00	£86.00
Field hire	£28.00	£170.00
Playground/Car Park hire	£28.00	£170.00
Private & Commercial Hire		
Hall hire	£34.00	£170.00
Classroom hire	£28.00	£115.00
Field hire	£40.00	£170.00
Playground/Car Park hire	£40.00	£170.00
Site Management		Charges
Opening – weekday rate		£20.00
Closing – weekday rate		£20.00
Opening & Closing – weekend rate		£42.00

All enquires should be directed to lettings@kite.academy

Appendix 3 – Hire & User Agreement



HIRE & USER AGREEMENT BETWEEN THE KITE ACADEMY TRUST AND THE HIRER

For the purpose of hired use of the stated academy site within The Kite Academy Trust on the specified dates and times as stated on the lettings application form. The Hirer / User agrees:

- To pay the agreed sum of for the letting;
- To the Terms & Conditions of Hire of Academy Premises (attached to this agreement);
- To provide a copy of their Public Liability Insurance Policy document;
- To leave the premises in a clean and tidy condition at the end of the hire, acknowledging that the academy is a non-smoking site and dogs are not permitted;
- That any damage caused or noticed will be reported to the Site Manager/Academy Headteacher/member of staff as soon as practicably possible;
- That they have been made aware of the academy's Emergency Information File and its contents

Where relevant:

- All staff are DBS checked
- Risk assessment has been completed
- First Aid Compliant

By reading this agreement and completing the lettings application form, the Hirer / User acknowledges, and agrees to abide by, terms & conditions of hire of academy premises and The Kite Academy Trust Income & Lettings Policy.