



**The Beacon**  
Folkestone

Lettings Policy

## Lettings Policy

### Introduction

The Governing Body of The Beacon Folkestone are keen to see that the premises at our school are used for the benefit of the whole local community. The education of children is the prime purpose of our school, however we believe education is a lifelong process which should be open and accessible to all. This handbook outlines the policy of our school with regard to letting. It sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.

The use of our premises at all times other than during the school day is under the control of the Governing Body of our school. (Education Act 1986, sect.42 no.2)

The Equalities Act 2010 applies throughout this policy and will be adhered to throughout all stages of our lettings procedures.

Having regard to our duty under the Equalities Act (but without prejudice to our duties under the Representation of the People Act 1983) the Governing Body will not let the premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

In deciding whether or not to let our premises the Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Governing Body reserves the right to require a reference from a Local Authority or other reputable hirer, before any booking is accepted.

We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and Booking procedures documents, which will be sent out with all application forms.

Where possible, The Beacon will support 'not for profit' organisations and charities by applying a discounted rate. This discount will apply to no more than 20% of overall bookings.

The final decision on compliance lies with the Governing Body.

Please note all corridors are covered by CCTV, every camera records simultaneously and the images are stored on disc for a period of no longer than 30 days. After that time all images are erased apart from any which relate to an incident subject to an on-going investigation.

The computers used to review CCTV footage are restricted to the users listed within this policy and viewing takes place when this cannot be overlooked. All recording equipment is kept in secure rooms and password protected.

## **Philosophy**

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to, outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school.

## **Implementation**

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Executive Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays
- Bookings for the Hydrotherapy Pool must adhere to the Pool Safety Operating Procedure policy.

## **Users sign an agreement that covers**

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for public performances
- Parking

## **CCTV**

Please note all corridors and some outside areas are covered by CCTV, every camera records simultaneously and the images are stored on disc for a period of no longer than 30 days. After that time all images are erased apart from any which relate to an incident subject to an on-going investigation.

The computers used to review CCTV footage are restricted to the users listed within this policy and viewing takes place when this cannot be overlooked. All recording equipment is kept in secure rooms and password protected.

## **Roles and Responsibilities**

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The PTA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the site team, or a casual site team, or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the site team and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues.

## **Monitoring & Evaluation**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and site team's payments.

## **Terms and Conditions**

The hiring of our school premises is permitted by the Governing Body on the understanding that the following rules are adhered to at all times.

1. Once you, the Hirer, have accepted a permit to use the school premises, you are automatically bound by all terms and conditions of usage of the premises. The Governing Body have the right to vary these terms and conditions at any time.
2. The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to.
3. The Governing Body will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
4. The hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put a sign up to this effect. If tickets are issued for any event, this statement should also be printed on the ticket.
5. The hirer is responsible for informing the Governing Body, of any person sustaining injury or loss on the school premises during the period of the let. This information must be presented in writing to the Governing Body within 24 hours of the event. Any further information required by the Governing Body must be made available on request.
6. No intoxicating liquor shall be brought or consumed on school premises.

7. No public performance of a play, cinematography exhibition, public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the licence. It may be that KCC blanket PRS (Performing rights Society) or PPL (Phonographic Performance Ltd) Licences will cover some situations but this aspect must be cleared in advance with the school. Temporary Event Notices (TENs) are required for regulated entertainment (e.g. live and recorded music and performance of dance) and late night refreshments. The requirements of the school Governing Body on or in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled.

The hirer and the guarantor shall indemnify and keep indemnified the Ksent Trust and the Governing Body from and against all costs, claims and demands which may be made against them for any breach or infringement of copyright

8. The Governing Body or Ksent Trust may cancel any permission granted to use the premises:
  - (a) If it should appear that the same or any part thereof will be required for public or official purposes whether of the Ksent Trust or Governing Body or by any person or body having a statutory right of user.
  - (b) If any damage has been caused to the premises or to any property of the Ksent Trust thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
  - (c) If, for any reason, the school is closed, no compensation shall be payable by the Ksent Trust or the Governing body, to the hirer or any other person by reason of any such cancellation. Any fees paid to the Governing Body in respect of a permit which is subsequently cancelled by the Ksent Trust or the Governing Body will be refunded unless the cancellation is by reason of damage having been caused.
9. No person under the age of 16 years is permitted on the premises without adequate adult care and supervision. All children will be supervised at all times by their carers except where children are attending an organised group or care scheme. Where the latter applies, the group/care scheme will adhere to all regulations set out in the Children Act 1989, including those of registration with the relevant registering body.
10. The right of access to all parts of the school premises whether or not included in the permission for user is reserved to the Ksent Trust, Governing Body or any officer authorised by them and the hirer shall not obstruct or interfere with this right.
11. No alterations or additions to the electrical installations at the school may be made without previous consent in writing of the Governing Body and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Governors and shall be reinstated forthwith at the expense of the hirer to the like satisfaction.
12. No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Governing Body and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Governors and shall be returned to their original state immediately after usage, at the expense of the hirer.

Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense under the supervision of a site team member and must include protection of the sports hall floor.

All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Governing Body or Executive Head Teacher.

13. Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field or playground or in any other building outside the school unless prior permission has been applied for and granted by the Governing Body.
14. No advertising may be placed in any area of the school premises without the direct permission of the Executive Head Teacher of the school.
15. The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the hirer after inspection and will remain the hirer's responsibility during the letting.
16. Any movement of furniture required must be undertaken by the hirer under the direction of the caretaking staff of the school. No furniture or apparatus is to be used without prior permission.
17. It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting. The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
18. Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
19. The hirer is responsible for the protection of the premises from damage and for the good behaviour of all associated users.
20. No school staff are permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.
21. No confetti or rice is to be thrown on the premises.
22. Only adults preparing food are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times. It is the responsibility of the hirer to ensure that the kitchen certificate is signed at the beginning and the end of the let.
23. The hirer must report to the site team at the beginning and end of any let.
24. The hirer must have public liability insurance cover up to £5,000,000, proof of this cover must be shown to the school. For non-profit organisations the Local Authority can provide cover at a rate of 3.15% of the total hire cost.
25. The hirer will adhere to all aspects of our lettings policy at all times through the procedure of applying for and accepting a let on our premises.

26. The Health and Safety at Work, etc. Act, 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure as far is reasonably practicable, that the facilities and means of access are safe and without risk to health. Users must comply with the school health and safety policy, a copy of which is available on request.
27. Stiletto heels or similar objects in the sports hall area would damage the floor and are prohibited
28. No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted.
29. The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable.
30. The user shall not cause or permit any nuisance or disturbance to other occupiers or users at the school or to occupiers of neighbouring properties. The authorised hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement
31. The hirer's signature on the application form confirms his/her agreement of the above conditions of booking and all other aspects of our school Lettings Policy.
32. If the terms and conditions of hiring are contravened in any way, the Governing Body reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.

### **Charges for a Letting**

The Governing Body is responsible for setting charges for the letting of the school premises.

A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) - including on-costs
- Cost of administration
- Cost of "wear and tear"
- Cost of use of school equipment (if applicable)
- Profit element (if appropriate).

**THE BEACON  
SCALE OF CHARGES LETTINGS 2016/2017**

	Day Rate (9am-5pm)	Half Day (4hrs)	Hourly Rate	IT Equipment	Evening (5.30pm-9.30pm)	Tea/Coffee (pp)	Catering (pp) (Mid-day)
Conference Room	£195.00	£100.00	£25.00	£15.00	£90.00	£3.00	£7.50
Sports Hall – Whole hall	£210.00	£110.00	£30.00	£30.00 (induction loop incl)			
Sports Hall – 2/3	£145.00	£75.00	£20.00				
Sports Hall – 1/3	£65.00	£35.00	£10.00				
Meeting Room 1 (max persons 16)	75.00	50.00	12.50	£15.00			
SMILE Meeting Room (max persons 16)	100.00	50.00	20.00	£15.00			
Classrooms (non-specific)			20.00	£15.00			
ICT Suite			30.00				
Food Technology			On request				
MUGA Pitch			20.00				



## **Booking Procedures**

1. Availability of facilities can be requested either by phone or via the website link where initial request for hire can be made.
2. Applicants should fill in an application/booking form and return to the main school office or via the online system.
3. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
4. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school’s lettings policy.
5. A signed application does not guarantee the booking will be granted.
6. Where the application for a let is accepted, the applicant will be sent an email provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.
7. The hirer should then pay the booking invoice, in full, 28 days prior to the date of the let and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid immediately within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
8. Hirers will be charged for public liability insurance at a cost of 3.15% of total hire cost, unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the records).
9. Any requests for amendments to the booking must take place at least 14 days prior to the date of the let. Where amendments are agreed, an additional administration charge of £5.00. will be payable. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing.

## **Booking Times**

1. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
2. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.
3. Bookings will be taken after school and evenings, weekends and during the school holidays. Availability of premise is negotiable. Please contact the school to find out the current hours of access or visit our website.

## **Cancellations**

1. The Governing Body must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
2. Where notification is given to the Governing Body at least 4 weeks prior to the date of the let the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.

3. Where notification is given to the school between 2-4 weeks prior to the arranged date of the let the hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let the hirer will not be entitled to any refund.
5. Where a cancellation is made by the Governing Body of the school, the hirer will be entitled to a full refund. The Governing Body will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.

**Please note:**

- a. The above conditions apply for cancellation of total or part of a booking.
- b. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge will still stand.

**Complaints Procedure**

**What if the school has a complaint about our group/organisation?**

If the school has concerns about a let the following procedures will be followed:

1. A representative of the Governing Body will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

**Please Note:** If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately.

**What if I, as the Hirer, have a complaint about my let or booking agreement?**

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed:

1. Talk to the Business and Administration Manager and discuss the problem. Allow 10 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the Governing Body through the Executive Head Teacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

### **What if a third party complains?**

1. If the school receive a complaint from a third party the Governing Body will be notified of the complaint.
2. The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.
3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

**Appeals Procedure**

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
3. The Hirer will be informed of any action and/or decision taken by the Governing Body.
4. The Governing Body's decision is final.

## **Appendix A**

### **Booking Procedures Checklist**

1. Issue application + Terms and Conditions and Booking Procedures to the potential Hirer (as attached).
2. Receive completed application form (mark date of receipt).
3. Assess suitability of applicant.
4. Check availability of premises.
5. Check availability of site team.
6. Book let into diary with hirer's contact number.
7. Send invoice for booking.
8. Receipt of deposit/payment in full.
9. Send receipt of payment to the hirer.
10. Receive any outstanding payment (where in two stages).
11. Confirm booking in diary and with site team.
12. Send receipt to hirer and confirmation of booking.

**The Beacon Folkestone**

<b>To Request the Use of:</b>			
<b>Name of Organisation</b>			
<b>Applicant's Name Address &amp; Post Code</b>			
<b>Telephone No</b>			
<b>Email address</b>			
<b>Use to be made of the premises</b>		<b>Maximum number of persons</b>	
<b>Accommodation required</b>		<b>With / without heating</b>	
<b>Days</b>		<b>Dates</b>	
<b>Times</b> (including preparation and clear up time)			
<b>Furniture and equipment requirements</b>			
<b>Insurance certificate available / unavailable*</b>			
<b>Caretaking requirements</b> (duration)			
<b>Risk assessment will be provided for the activities listed here / Risk assessment not required</b> (delete as applicable)			
<b>Signed</b>		<b>Dated</b>	

**\*Commercial hirers must have their own insurance** of at least £5,000,000 to be seen and copied by the school. For non-commercial hirers the KCC insurance will be applied at 3.15% of the hire charge unless own insurance seen and a copy attached

<b><i>For office use only:</i></b>	<b>Date</b>
Application Approved / Refused (delete as applicable)	
Hire Agreement Letter & Hire Agreement Form & Conditions of Use sent together	
Risk Assessment acceptable / Not required	
Insurance Seen / KCC Insurance included (delete as applicable)	
Hire Agreement Form signed & returned	
Invoice(s) Issued	
Invoice Number(s)	
Payment(s) Received	

**To the Governing Body of The Beacon Folkestone**

I \_\_\_\_\_ (please print your name )

of \_\_\_\_\_ Organisation

being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I, on behalf of my Organisation, agree to indemnify and keep indemnified the Governing Body from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the Governing Body or the obligation to give notice of any accident, damage, or proceedings as aforesaid is not fulfilled by us and to pay to the Governing Body on demand at the school office, all such sums as may be payable by reason of this indemnity.

Signature of Applicant (Mr/Ms/Mrs) \_\_\_\_\_

Occupation \_\_\_\_\_

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leave the premises at the time stated on the Permit.

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. (if any) Home \_\_\_\_\_ Work \_\_\_\_\_

Date \_\_\_\_\_

The Beacon Folkestone

From The Business & Administration Manager:		HIRE AGREEMENT No:
Name of Hirer:		
<i>Further to your application I am pleased to offer the following facilities:</i>		
Accommodation/ Furniture/Equipment		
Use to be made of facilities		
Date(s) & Time(s)		
Charge		
Insurance arrangements		
Caretaking arrangements		
Risk Assessment required	Yes / Not required (delete as appropriate)	
Signature:		Date:
Your use of the school facilities is subject to your agreeing to the <b>Conditions of Use</b> as attached. Subject to your agreement would you please sign and return the form as soon as possible		

To: The Business & Administration Manager		HIRE AGREEMENT No:
<i>I am satisfied with the details shown above and in the letter and confirm that we accept the <b>Conditions of Use</b>. We have the appropriate insurance cover / require KCC Insurance cover (delete as appropriate)</i>		
Name:		
Organisation:		
Address:		
Risk Assessment: (if required)	Attached / Not required (delete as appropriate)	
Signature:		Date:

(place on headed paper)

**HIRER'S AGREEMENT WITH SITE TEAM  
(Site team's Certificate)**

This agreement must be signed by both the Hirer (or Agent) and the Site team.  
This agreement calls for the Hirer (or Agent) and Site team to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Site team on duty beyond that of the Hirer's booking.

**We have agreed that the condition of the area is acceptable on taking charge of the hired area.**

HIRER Signature: .....

SITE TEAM: Signature: .....

Date: .....

Time: .....

**We have agreed that the condition \*is/is not acceptable compared to that on taking charge of the hired area.**

**We are agreed that the Site team \*was/was not/will be required to spend extra time on duty.**

Estimated time required: .....

but should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature: .....

SITE TEAM Signature: .....

Date: .....

Time: .....

## **The Beacon Equality Statement**

The Beacon Folkestone is committed to ensuring equality of opportunity to all pupils, staff and visitors. Our Core Values are at the forefront of everything we do and we ensure all at The Beacon are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

The Beacon strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with both our services, and the staff and clients of those using the services of our multi-agency hub.

Our aims for this year are to ensure there are more equal opportunities for pupils, staff, their families and the wider community, regardless of their disability and this forms an integral part of our School Improvement Plan.

The aims for 2016-2019 are to build and improve schemes to help bring down barriers for disabled children and young people and to broaden the experience of life both inside and outside the school community for all staff & pupils.

## **The Beacon Equality Statement**

The Beacon Folkestone is committed to ensuring equality of opportunity to all pupils, staff and visitors. Our Core Values are at the forefront of everything we do and we ensure all at The Beacon are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

The Beacon strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with both our services, and the staff and clients of those using the services of our multi-agency hub.

Our aims for this year are to ensure there are more equal opportunities for pupils, staff, their families and the wider community, regardless of their disability and this forms an integral part of our School Improvement Plan.

The aims for 2016-2019 are to build and improve schemes to help bring down barriers for disabled children and young people and to broaden the experience of life both inside and outside the school community for all staff & pupils.

## UPDATE SCHEDULE

Version	Reviewed	Reason for Update	Next review date	Governor agreement
1	Dec 16	Transfer/adapt for The Beacon	Dec 2017	16.01.17
	June 16	Pay & Play badminton added	Dec 2017	