



St Mary
Magdalene
Academy

COMMUNITY ACCESS AND MANAGEMENT PLAN

October 2016

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”
James 3.13

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Review Committee:	Community Relations & Student Welfare (CR&SW)
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1. Introduction

- 1.1 The Academy is a huge investment in social capital within the Highbury and Islington area. The Governors are keen that the facilities are made available to the local community and wish to develop partnerships with local community groups to support their local activities.

2. Sections of the Academy building to be made available

- 2.1 The following areas will be made available for community use at the times specified in the 'Opening Hours' (section 3) of this document, and for the range of activities specified in 'Activities' (section 4):

2.1.1 Academy Halls Buildings, consisting of:

- 2.1.1.1 The Sports Hall
- 2.1.1.2 The Multipurpose Hall
- 2.1.1.3 The Multi-Use Games Area (MUGA)
- 2.1.1.4 Classrooms – by arrangement
- 2.1.1.5 Academy Drama Studio (Saturday only)

- 2.2 Outdoor spaces will not be used for activities outside school hours and will in any event not be open past dusk at the latest, with the exception of:

- no more than one Saturday (until 6pm) per year, when the school grounds could be used for an annual school fete;
- the amphitheatre space, which will be available for school and community use for a maximum of 10 events per year, as permitted by the legal agreement pursuant to planning permission P051450 granted by the London Borough of Islington.

3. Opening Hours (unless otherwise stated elsewhere)

- 3.1 Adhering to the Section 106 planning agreement, the Academy has set the following available times to which those sections of the Academy, outlined in section 2.1 of this accessibility plan, can be used:

3.1.1 Term time:

- Monday – Friday: 18:00 – 22:00
Saturday: 09:00 – 15:00

3.1.2 Holidays:

- Monday – Friday: 18:00 – 22:00
Weekends. 10:00 – 15:00 (occasional)

- 3.1.3 Following previous consultation with local residents, the Academy agreed that the MUGA facility will not be used at weekends even

though the section 106 agreement permits use of the MUGA facility on Saturdays.

4. Activities

4.1 The following sections of the Academy (ref: 2.1) will be made available to the community for the following activities:

The Sports Hall – badminton, football, cricket, basketball, volleyball, trampolining, hockey, dance, circuit training, and children’s parties.

The Multipurpose Hall – dance, drama, music, public speaking, youth club, circuit training, table tennis and gymnastics.

The drama studio – drama, music, dance, public speaking.

A **classroom** with film and video presentation facilities on the ground floor.

4.2 Facilities will be available to individuals and groups. Priority will be given to those who, as an individual or a group, take out membership.

4.3 The Academy grants free membership access to local residents of the immediate locality: Crossley Street, Sheringham Road, Lough Road, Bride Street and Liverpool Road (numbers 334 to 342 and 463 to 487 Liverpool Road). Annual membership applies to all other users of Academy facilities; rates for 2016 range from between £30 and £100.

5. Charging

5.1 Academy Governors have agreed a charging policy which, as a baseline, allows the Academy to recover its costs in relation to all Academy community use.

Academy Governors have decided the following rates apply:

Space	Members	Others
Hire of classroom	£16 per hour	£21 per hour
Hire of Badminton Court	£13 per hour	£16 per hour
Hire of Sports Hall	£53 per hour	£74 per hour
Hire of Multi-use Games Area	£53 per hour	£74 per hour
Hire of Drama Studio	£32 per hour	£53 per hour
Hire of Multi-purpose Hall	£53 per hour	£74 per hour

****Prices to be reviewed annually.*

6. Extended School

6.1 The Government's agenda on "Every Child Matters" places an onus on schools to become "Extended Schools", a movement which encourages schools to do more with the students, parents/carers and the community.

6.2 The school will be open from 18:00 – 22:00 for this purpose. Within this time we will be offering:

6.2.1 3 additional hours per week learning for classes;

6.2.2 Family learning sessions.

7. Management of Children

7.1 The Academy will provide on street supervision of children at the start and finish of each day for the purpose of managing the orderly transition of children to and from school buildings, minimising any disruption and inconvenience to the local community. This will include:

7.1.2 Supervision of school gates in Lough Road, Sheringham Road, and Liverpool Road.

7.1.3 Staff supervision duties before and after school in surrounding streets and open spaces i.e. Lough Road, Sheringham Road, Crossley Street, Bride Street, Madras Place, Holloway Road, Furlong Road, Ellington Street, Westbourne Road, Liverpool Road, St Mary Magdalene Gardens, and Paradise Park.

7.1.4 SMMA staff will supervise pupils as they leave school and disperse in the 15 minutes at the end of each school day. They will also monitor behaviour around the local area and where necessary put further supervision in place in the half-hour after school closes.

8. Management of Conditions 6 to 9 of Planning Permission P051450

8.1 The staff roof terrace on Level 3 of the Central building shall be for staff use only during school hours (07:30-18:00 hours).

8.2 Access to the Green Roof on the Link Building shall be limited for teaching and maintenance purposes only, for no more than 5 hours per week between 08:30 and 16:30 hours. No students shall have non-supervised access to this Green Roof.

- 8.3 The delivery of goods for the kitchen shall be limited to Lough Road only and shall generally be within times of 07:30 to 09:30 hours and 14:30 and 16:30 hours Monday to Friday.
- 8.4 The secondary access gate on Sheringham Road is operated by electronic gates scheduled for opening times of 08:15, closing at 08:45; between these times the gates are supervised by Teaching and Premises staff. Outside of these times, within school hours, Teaching staff have security access to supervise student access. The two gates shall remain closed at other times to prevent unsupervised access by students.
- 8.5 The Academy will actively promote the restrictions 6 to 9 of the planning permission (outlined above) to ensure that all staff are aware of, and adhere to the said restrictions.

9 Review of the Management and Community Access Plan

- 9.1 This plan will be reviewed with local residents, annually. The review will be a process of liaison between the Academy, residents and the Council. This review will be scheduled around October time, each year, and will take place at the Academy.
- 9.2 The responsibility of this Management and Community Access Plan rests with the Executive Director of the Academy. However, as staff liaison officer for dealing with operational queries on this plan, the Academy's Director of Finance and Corporate Services and/or Facilities/Lettings Manager will be the point of contact for residents and the Council in respect of any issues relating to the plan. The Director of Finance and Corporate Services and/or Facilities/Lettings Manager can be contacted at the following email address: 'community-access@smmacademy.org'.
- 9.3 Residents most affected by our presence (residents of Crossley Street, Sheringham Road, Lough Road, Bride Street and Liverpool Road [numbers 334 to 342 and 463 to 487 Liverpool Road]) will be invited, by letter, to this meeting and will receive a copy of the current Community Access and Management Plan and will be given notice of any proposed changes to the plan. A copy will also be sent to the Islington Planning Authorities as an invitation to attend and for comment. Members and hirers will also be invited to attend directly by letter.
 - 9.3.1 All letters will be sent out 21 days prior to the meetings.
 - 9.3.2 The meeting and its agenda will also be published on the Academy's website with an open invitation to interested parties.

- 9.3.3 Interested parties will be asked to submit any comments or suggestions for review 7 days ahead of the meeting. SMMA will notify the Council's S106 manager about any specific comments submitted by residents and any changes that have been made to the agenda of the review meeting as a result of these comments; this may include comments from the planning authority.
- 9.3.3.1 more frequent revisions of this plan may be required during the year should any urgent problems arise, and changes are in the interests of both the Academy and the public. Such revisions would be subject to the same procedures as described in this Plan.
- 9.3.4 The meeting will be minuted; any proposals for change will be discussed and voted on by Governors of the Academy.
- 9.3.5 A local St Mary's ward councillor will be invited to chair the annual meeting.
- 9.3.6 Any changes will go to the Section 106 Manager at the Local Authority for Approval and will commence as soon as practically possible. Details of consultation responses, a review of responses, details of how the document has been amended and when the changes would be implemented, will be included. If the document has not been amended in accordance with consultation responses, reasons for this should be set out.
- 9.4 The annual review of the plan shall include an assessment of the performance of the plan in terms of compliance with the agreed provisions set out in the plan. This shall include an assessment of the levels of community use of school facilities and an assessment of the record of restricting use of the facilities in accordance with the agreed provisions (including hours / days of use). Any and all comments sent to the Academy in its discharging of this Community Access and Management Plan shall be included within and addressed by this review.
- 9.4.1 Copies of the review and all associated documents shall be made available for public viewing and all interested parties shall be made aware of arrangements for public viewing of these documents by correspondence from the Academy.