



# Premises Management policy

Published: July 2025

## OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a ‘new day, new opportunity’ ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

Policy owner	White Trees School	Last review	July 2025
Date Created	July 2025	Next review	July 2026

# Introduction

The aim of this document is to ensure that all White Trees Independent School sites are aware of their responsibilities for the care of the buildings that they occupy and take appropriate steps to ensure that buildings are maintained to a good standard as required in the DfE Good Estate Management Guide. Directors, Executive Headteacher, Deputies and the Governing Body should ensure that schools are maintained to a good standard and that they remain suitable for their purpose in order to support the high standards of education provided for the children within our care.

## Responsibilities

### Directors/owners

Directors/Owners are responsible for ensuring that all buildings within the are well maintained and fit for purpose. This process starts with due diligence when a new school is registered and continues through regular monitoring and inspection of its schools.

### Executive Headteacher/Deputy Heads

Deputy Heads have a Duty of Care to all employees, pupils, members of the public and any others affected by their undertaking. An appropriate monitoring program, to ensure plans are carried out, has been devised, and details should be made available to staff in order to raise awareness of the planning and implementation of maintenance and improvement works, as soon as they have been approved.

### Delegated staff responsibilities

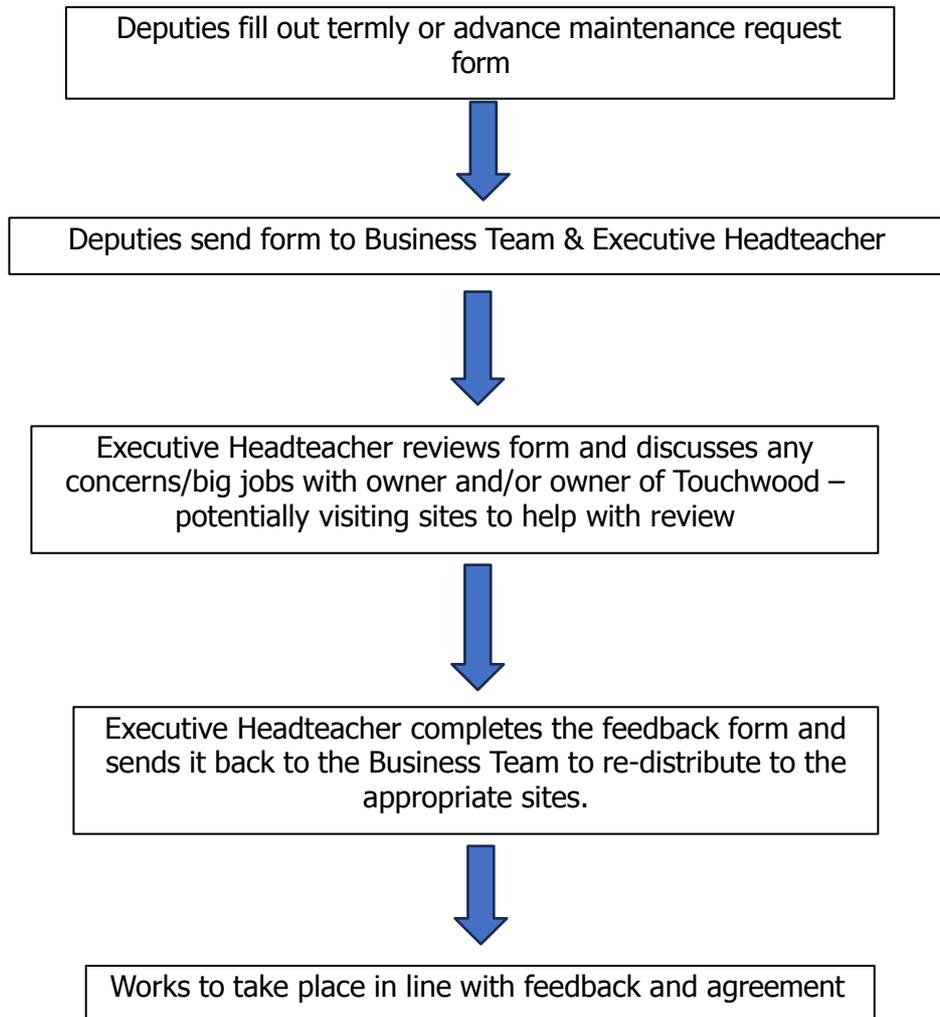
All school staff are responsible for reporting any building concerns, using systems we have in place, e.g. on site hazard reporting system.

### Reactive Maintenance

A member of staff is identified per site to complete weekly and termly health and safety checks, where any maintenance issues are to be reported.

Deputies are to report any maintenance emergencies or issues, which cannot wait until half term, to the Business Manager who then reports the request via the whole organisational maintenance chat. In the Business Managers absence the Executive Head will report issues that are reported.

## Planned/requested maintenance process (see appendix 1 for the forms)



APPENDIX 1

Half termly Planned maintenance request

Site:..... Date:.....

Maintenance Request	Where on site? Photos if possible	Reason/purpose	Have items been purchased if appropriate, e.g white boards, TV's, cupboards etc	Discussions with Executive Head taken place first if it's a request involving more than the previous collum?
			YES/NO	YES/NO

**FORM TO BE SUBMITTED TO BUSINESS TEAM AND EXECUTIVE HEADTEACHER 1 WEEK BEFORE WE BREAK UP**

Request	Feedback

**Above table will be completed by the Executive Head in collaboration with owner and Touchwood. Business Team then distribute response.**

**Summer holidays advanced planned maintenance request**

**Site:..... Date:.....**

Maintenance Request	Where on site? Photos if possible	Reason/purpose	Have items been purchased if appropriate, e.g white boards, TV's, cupboards etc	Discussions with Executive Head taken place first if it's a request involving more than the previous collum?
			YES/NO	YES/NO

**FORM TO BE SUBMITTED TO BUSINESS TEAM AND EXECUTIVE HEADTEACHER BEFORE OCT/NOV HALF TERM**

Request	Feedback

**Above table will be completed by the Executive Head in collaboration with owner and Touchwood. Business Team then distribute response.**

Published on	
By	
Chair of Gov Sig/Date	
Head Teacher Sig/Date	

