



Lettings Policy

Aim

The school's premises and grounds can be let in order to generate income from which resources can be purchased and the school's fabric or facilities can be improved or developed to enhance the learning opportunities of children at the school.

Hirers

Organisations or groups will need to submit a formal application indicating what facilities they wish to hire and for how long. Requests will be confirmed by the Head. Applications must be submitted in sufficient time for the Head to consider them and to be able to refer them to the Governing Body if appropriate. Applications from organisations or groups which support or promote beliefs or activities which are inconsistent with the values and purposes of the school will be refused.

Hire Agreements

The current Local Education Department guidelines which identify the terms and conditions which should be used when letting premises will be adopted by the school.

Charges

Swindon Borough Council Education Department have set charges for the letting of the school premises. Charges for the use of the school premises as a Polling/ Counting station are also identified. Reference to these tables will be made when an application for letting is received and charges set accordingly.

Any hire rate quoted must cover costs such as heating, light, cleaning, materials used and the opening and closing of the premises. The rates will be set as per the most recent Borough recommendations as set out in the Finance Manual. The only circumstances in which any charges may be deferred are as follows:

1. The opening and closing cost can be discounted if the group or organisation making a request to hire school premises includes or has obtained the agreement of a Governor or member of staff who is willing to undertake the duties and responsibilities required to open and close the building.
2. Activities which support the management or governance of the school which take place outside of school hours will only be subject to a discounted opening and closing charge.