



## Thames View Infants Premises and Letting Policy

### Aim:

The Board of Directors of Thames View Infants wishes to administer the letting of the school premises out of school hours for the benefit of:

- a) Community Cohesion
- b) Initiatives that challenge traditionally held dispositions to learning
- c) Initiatives that further the learning of adults or children within the local community
- d) Community Groups or Youth Groups
- c) Local Residents
- e) Increased income for teaching and learning in the School

The Board of Directors intend to work within the Local Authority's "Transfer of Ownership" Guidelines, which this Academy Trust continues to observe, when considering applications for lettings.

The Board of Directors will consider applications for lettings in the following order:

- 1) For the benefit of users of the School
- 2) Use for school functions, Parents/Teachers Associations or fund raising activities
- 3) Voluntary Organisations
- 4) Other users approved by the Board of Directors

The school premises may be hired:

- During term-time (part days, week-day evenings or weekends)
- During Holidays.

### Applications:

1. Third-parties wishing to hire out school premises during any of the above times, should first arrange to meet with the Headteacher to discuss the matter in more detail and to agree next steps.
2. The Board of Directors will be seeking a minimum advance booking of one term.
3. The Board of Directors has the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy (as stated within the Local Authority's "Transfer of Ownership" Guidelines).
4. The Board of Directors has the right to refuse any application without explanation.
5. The School will adhere to the administrative procedures detailed in the Local Authority's "Transfer of Ownership" Guidelines, and the School Business Manager will have overall responsibility for this area.

### Hire Charges:

The Board of Directors fully recognises the need of community groups, and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools



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are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.

The pricing structure is based upon charges for similar local facilities, but the Board of Directors may exercise flexibility in setting charges for long-term and large-scale users. It is the intention of the Board of Directors to charge the real cost for the use of the premises to all hirers.

The current hire charges are available upon request. They are set by the Board of Directors and will be reviewed annually.