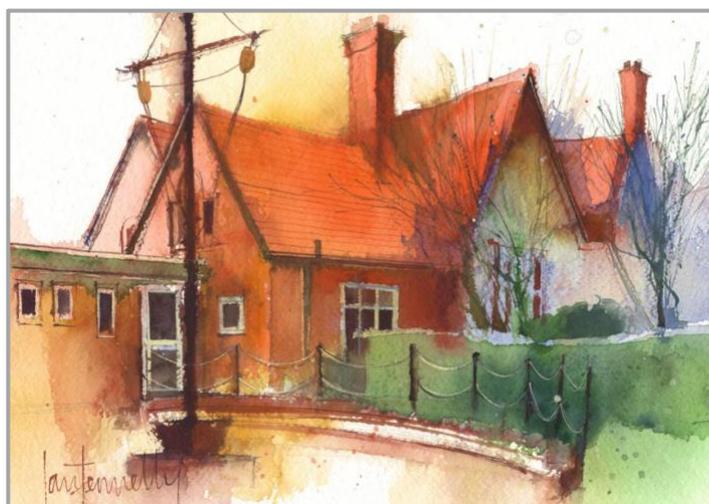


DAWPOOL

# Dawpool C.E. (Aided) Primary School

## CHARGING & LETTINGS POLICY



*'The Fruit of the Spirit is Love, Joy, Peace, Patience,  
Kindness, Generosity, Faithfulness, Gentleness  
and Self-Control'*

*(Galatians 5: 22-23).*

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## Introduction

The Governors recognise that the school premises constitute a valuable asset for the community as a whole both within and outside of school hours. They acknowledge that the use of the premises is ultimately a matter for the headteacher but they positively encourage the utilisation of the school building and land in a manner that is consistent with the aims and purposes of the school.

Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is financially covered when doing so.

All post-nursery education during school hours is paid for by the government; there is no charge for any activity undertaken as part of the National Curriculum. Before and after-school activities are provided at a cost.

The Education Reform Act (1988) introduced provisions on charging for school activities. The purposes of these provisions are:

- To maintain the right to a free school education
- To ensure that activities are offered as part of the National Curriculum and wholly within school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost
- To give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

The Governors believe that activities such as swimming and educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of Charging for School Activities, which allows the school to ask for voluntary contributions from parents to support these activities. The policy is reviewed annually.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition.

## **Additional Activities and Voluntary Contributions**

When organising school trips, visits or activities which enrich the curriculum and educational experience of the children, the school asks parents to contribute towards the cost of the trip.

All contributions are voluntary. However, if we do not receive sufficient voluntary contributions it is understood that we may have to cancel a trip or activity. If a trip or activity goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity if possible. In these cases, the school has to bear the cost. Sometimes the school pays



additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

In the case of residential trips, parents are asked to cover the costs of these. We endeavour to keep these charges to the absolute minimum and offer parents a payment scheme to ease the burden as much as possible. When the school has to make a commitment in advance, deposits received from the parents will be non-refundable. Payments for residential trips are made by cash or cheques (made payable to Dawpool Primary School). These payments are paid into our school fund. When the invoice arrives from the provider, this is paid through the school budget and the cost of this is transferred into the budget from school fund.

We do invite parents to inform us if they are experiencing financial hardship so we can do what we can to assist.

The following is a list of the type of additional activities organised by the school that may require voluntary contributions from parents. These activities are known as 'optional extras'.

- Visits to museums
- Sporting activities incurring transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

Any charges that are made for these trips are requested to be made by cash or cheque (made payable to Dawpool Primary School). These payments are paid into our school fund and any subsequent invoices for transport etc are paid via a school fund cheque. This income and expenditure features in the school fund ledger.

### **Clubs**

Some of the clubs offered by our school are provided by external providers and not school staff. There will be a cost attached to these clubs as they are not provided by our own staff.

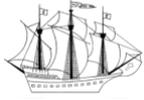
Clubs provided by school staff will be free. However, there may be a small charge for equipment used in the clubs.

External providers are charged a small sum of £10.00 per hour towards the cost of providing a room for their use. This cost is referred to in the Club Leaders Expectations document and is payable prior to the commencement of the club.

### **Music Tuition**

All children study music as part of the national curriculum. Year 4 children take part in a Wider Opportunities programme run by Edsential where they are taught to play the ukulele. We do not charge for this.

Individual or small group sessions are taught by peripatetic music teachers. We have two providers, the Local Authority (Edsential) and a private music provider, Simon Harper Music.



Parents are given information about additional music tuition at the start of the academic year. Music tuition is offered to children from Year 3. We offer brass, woodwind, guitar and piano. Charges apply for these lessons.

Edsential payments are made via the school. Parents are asked to pay by cash or cheque (made payable to Dawpool Primary School) and this is paid into the school fund. Edsential bill the school termly and this is paid via the school budget. The cost of this invoice is transferred from the school fund.

The cost of lessons offered by Simon Harper Music are payable direct to Simon Harper and the school has no involvement for the collection or billing process.

### **Swimming**

The school organises swimming lessons for children in Years 5 and 6. These take place in school time and are part of the National Curriculum. No charge is made for this activity including the cost of transport to the pool. Parents are informed when these lessons are to take place.

### **Other sports**

We offer various other sports coaching after school and during the lunchtime period. When these are provided by an external provider (or parent in the case of netball) a charge is made. If a member of staff is running sports coaching sessions, then these are offered for free.

If we are attending a sporting event at another school or sports centre we may require transport and will ask parents to contribute to the cost of this.

### **School Meals**

Our school operates an in-house catering facility. Children in Foundation 2, Year 1 and Year 2 are entitled to a free school meal via the Universal Free School Meals Scheme which is funded by the Government.

Our Foundation 1 children and our junior children in Years 3, 4, 5 and 6 are charged £2.20 per meal. These costs are paid via our online payment system, Schoolmoney.

If a child's parent(s) is in receipt of certain benefits, they may be entitled to a free school meal. If this is the case then this information is fed into our online payment system and the child will receive a meal free of charge.

Staff and Visitors can have a school meal. These are charged at £2.65 per day.

### **Toast**

We offer toast as a snack during morning break. This has been a long-held tradition at Dawpool and offers children a warm, healthy and welcome alternative to a piece of fruit. Toast is charged at £1.00 per week and is paid for half-termly in advance. Payments for toast are paid into our School Fund account via the SchoolMoney online payment system.



### **Milk**

Children in Key Stage 1 can receive milk if their parents wish. Milk for children under the age of 5 is free and is paid for by the Government, however, parents must register their child to receive this milk. Parents wishing for their child to receive a carton of milk each day must contact [www.coolmilk.com](http://www.coolmilk.com) directly to join the milk scheme. After the age of 5, the cost of providing the carton of milk will be charged to parents who have joined the scheme. The cost is in the region of £15 per term.

### **Wrap-around Care**

Dawpool provide an in-house Breakfast Club and After-school Club. Our breakfast club runs from 7.45am and our after-school club is open until 5.45pm. We offer a full, in-house wraparound care facility. A charge is made for these services. Payments are made by parents via our on-line payment system, School Money.

We also accept payments via Childcare Vouchers from a number of different providers. Please ask at the school office for further details on the providers currently used by the school.

Breakfast Club sessions are charged as follows:

**£5.50 per session for children in Foundation 1**

**£5.00 per session for children in Foundation 2 and above**

After-School Club sessions are charged as follows:

**£9.50 per session for children in Foundation 1**

**£9.00 per session for children in Foundation 2 and above**

### **Foundation 1**

Dawpool has a Foundation 1 setting. All children attending our Foundation 1 provision are entitled to the universal 15 hours of free childcare, funded by the Government. This provision is not means-tested.

Some working families may be entitled to a funded full-time place (30 hours)

Parents can access additional sessions at a cost of £12.00 per additional session. We also charge for the provision of lunchtime childcare at a cost of £3.00. Parents can pay for a school meal at the cost of £2.00 per day or send in a packed lunch.

Parents pay for all additional charges and lunches via the online payment system, School Money.

We also accept payments via Childcare Vouchers from a number of different providers. Please ask at the school office for further details on the providers currently used by the school.



### Lettings

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example, costs of electricity and heating. Any surplus will be available for use by the Headteacher in consultation with the governors.

External club providers are charged a small sum of £10.00 per hour towards the cost of providing a room/field for their use. This cost is referred to in the Club Leaders Expectations document and is payable prior to the commencement of the club.

### Procedure

External Club Leaders must sign a 'Club Leader Expectations Agreement' which gives clear guidance on how clubs should run, what to do in the event of an emergency and the current charge (see Appendix 1). When the signed agreement is received an invoice is sent to the provider for the full course of the club (see lettings above).

The Governors have taken the decision not to enter into any letting agreements outside of school hours. The exception to this is the use of the school for fundraising events held by our PTA (FoDS). No charge is made as the proceeds of any fundraising will benefit the school directly.

It is the responsibility of FoDS to obtain any appropriate licences (e.g. sale of alcohol etc).

### Caretaker

The Caretaker will be informed of all lettings, even if he is not on duty for the letting.

If the caretaker is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency (whereabouts of first aid supplies, telephone, fire extinguishers and emergency exits). They must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

In the event of a governors meeting the responsibility for securing the building will belong to the Headteacher and Deputy Headteacher.

### Keys and Security

The Headteacher and Chair of Governors should agree on who may hold the keys to the premises.

The Local Authority, Police, Fire and Security Services should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed.

The caretaker should be informed if anyone (governors, headteacher or staff) are on the premises outside of school hours.

### Use of Premises for Parliamentary, Local and European Elections

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*'For I know the plans I have for you,' declares the Lord. 'Plans to prosper you and not to harm you, plans to give you hope and a future.'* (Jeremiah 29:11)



The Returning Office may use part or all of a school for the purpose of an election. The candidates in such elections are entitled to use 'free of charge', at reasonable times, a suitable room in the school for public meetings.

'Free of charge' means that the school cannot make a hiring charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or caretaking costs, are met by the Local Authority.

A timesheet is submitted for additional caretaking hours and this is sent to the LMS section at the LA for reimbursement to our budget by journal transfer.

#### Site Capacities

Governors have a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises.

#### Review

This Policy will be reviewed annually as part of the review of the Financial Policies and Procedures.

Date of Policy - November 2021