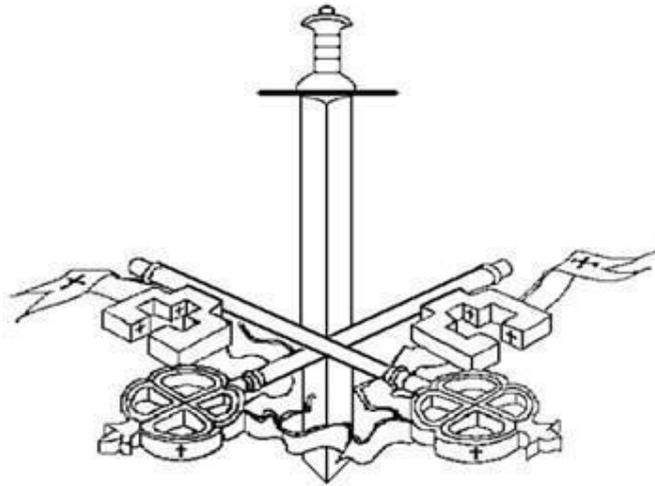


Ss Peter and St Paul Catholic Primary School



Charging and Letting Policy

**Approved by Governors: Updated – September 2023
To be reviewed annually**

POLICY ON CHARGING FOR SCHOOL ACTIVITIES

The Governing Body of Ss. Peter and Paul Catholic Primary School has adopted the following policy in connection with the matter of charging for school activities.

The governing body endorses the policy of the Local Authority with respect to charging for school activities. This policy is available from the school.

Parents will be asked to pay in cash or kind for materials which are being used in practical activities if they indicate a wish to own the finished product. Parents will be asked before the activity is undertaken whether they so wish.

Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property which has been damaged or lost as a result of their child's behaviour.

Parents will be asked to pay for examination fees in the circumstances outlined in the Authority's policy statement.

School trips and visits form an important part of the curriculum offered at Ss Peter & Paul School. Parents are not required to pay for such visits, but may be asked to make a voluntary contribution towards their cost. No pupil will be excluded from a school trip because of his or her parents' unwillingness or inability to contribute, but it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned trip to take place, the Headteacher may cancel the trip or make such changes to the organisation of the trip as he / she thinks necessary.

All trips and visits will be organised under the direction of the Headteacher and in accordance with the guidelines issued by Wirral Local Authority (Circular 1/86). No school visit will take place without the approval of the governing body and the Authority. Teachers organising such trips will be responsible to the Headteacher at all times.

Parents will be asked to meet board and lodging costs of residential trips. Parents who have difficulty in meeting the full cost of a school visit may be assisted by the school. In these circumstances the Headteacher is available to talk to parents in confidence regarding this.

Parents may be charged for activities defined as "optional extras", that is, activities which are provided mainly out of school hours and which are not part of the school

curriculum. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Headteacher is happy to talk to parents in confidence about that possibility.

Music tuition is available to pupils as part of the school curriculum.

There is a charge for individual or small-group music tuition, as this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic teachers from Edsential Music Service. School charges parents directly for this service on a termly basis. Financial assistance may be available for those parents in receipt of free school meals benefits.

Out of School Club Provision (Breakfast & After School Club)

Ss Peter & Paul School offers a high quality of care for parents who require out of school club provision for their child/children. See the schedule of charges at the end of this document for the charges for each setting.

Charges for School Meals and milk:

School meals at Ss Peter & Paul School are provided by Edsential Catering Services. The current cost for pupil and staff is detailed in the schedule of charges at the end of this document, adult meals are subject to VAT.

Payments for dinner money received from the parents of junior children are recorded in Parentmail. This income is paid directly to the school budget. Children in F2, Year 1 & 2 currently receive Universal Free School Meals therefore no charges apply.

Dinner money payments are received from Parentmail on a weekly basis directly into the school budget and monitored in the monthly tabulations. If banking of income is required it should be recorded in e-payments and paid into the school budget via Lloyds Bank. Free meals (hospitality) may only be given to staff or visitors at the discretion of the Headteacher.

Milk can be purchased for pupils who wish to receive it. Milk requests are sent out on a termly basis and charges apply to all pupils with the exception of pupils on the free school meal register and F2 pupils until the term they reach 5.

Little Acorns Nursery

Little Acorns provides pre-school nursery care for 2, 3 and 4 year olds. The following criterion applies in respect of charging for this service:

2 year olds – Up to 15 funded hours are available if the family meets the criterion. All 3 & 4 year olds are entitled to a minimum of 15 funded hours. Families who meet the eligibility criterion will be entitled to 30hr funding. The charge for any excess of these hours is detailed in the schedule of charges at the end of this document.

A “Schedule of Charges” will be compiled annually and agreed by the Governing Body. This will include any services provided by the school where a cost is incurred including school lunches & milk. This policy is reviewed on an annual basis.

Ss Peter & Paul Catholic Primary School

LETTINGS POLICY (Non Letting)

The Head teacher and Governors have made the decision not to let the school premises to external agencies. In the event of governors deciding to let the school premises in the future the local authority lettings policy would be adopted.

The letting of the school premises is currently limited only to the school's governor led Out of School Club. Rental charges for this can be found in the schedule of charges page at the end of this document.

Ss Peter and Paul Catholic Primary School

Schedule of Charges

The Governing Body have agreed that the following charges will apply:

Rental income charged to the Out of School Club:

£30.00 p/day, £150.00 p/week x 38 weeks (term time) = £5700.00 p/year.

Out of School Club – (fees for pupil attendance)

Breakfast Club: £4.50 per session

After School Club: £8.00 per session

Pupil Meals:

£2.45 per meal (from 01.09.2023)

Staff Meals:

£2.94 per meal (from 01.09.2023)

Milk:

£0.29 per carton

Little Acorns Nursery:

Additional charges to funded places and charge for non-funded places are £5.50 per hour

Individual Music Tuition:

£8.00 per session