

# Riverside Primary School



**Riverside  
Primary  
School**



## Charging and Lettings Policy

This Policy was updated and approved: July 2023

Signature: G Webb (Chair of Governors)

Signature: C Lahive (Head Teacher)



## 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.

**The minimum cost we will ask of each parent is £1 per trip.**

All contributions are voluntary. When a trip or activity goes ahead, it will 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 some of 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 any type of school trip must be made either via the Arbor app, over the phone using a bank card or by calling into the school office to pay with your bank card. We can no longer accept cash payments.



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 and other places of interest
- Sporting activities incurring transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

### **Activity 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 fee for the letting of school premises. The fee is made by prior arrangement between the school and the external provider.

### **Music Tuition**

All children study music as part of the national curriculum. Year 4 children take part in music lessons 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 types of lesson available; brass instruments and string instruments.

Parents are given information about additional music tuition at the start of the academic year. Charges apply for these lessons.

### **Swimming**

The school organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. No charge is made for this activity. Parents are informed when these lessons are to take place.

### **Other sports**

We offer various other sports coaching after school. When these are provided by an external provider 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 but this will be of no cost to the parents.

### **School Meals**

Edsential provides our school meals. 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 children in Years 3, 4, 5 and 6 will now be charged £2.60 per meal from September 2023. These costs are to be paid via our online payment system on the Arbor app or by calling into the school office to pay using your card. We can no longer accept cash payments.**



There has been an increase in the cost that Edsential charges the school for the meals due to the rising cost of food etc. In previous years the school have subsidised many school meals, but unfortunately, we now need to pass on the increased cost to anyone in KS2 or Nursery who would like a school meal. Parents are asked to try to keep on top of paying, so you are not left with a large debt to pay.

If a child's parent(s) is in receipt of certain benefits, they may be entitled to a free school meal. Either the parent or the school office can apply for this. If you are eligible, this information is fed into our online payment system and the child will receive a meal free of charge.

### **Wrap-around Care**

#### **Breakfast Club**

Riverside provide an in-house Breakfast Club, which runs from 7.55am – 8:55am. A charge applies for these services with discounts for siblings. Places are booked and paid for via the Arbor app or card machine. We can no longer accept cash. Places must be booked in advance.

**COST: £3 per session for first child in family / £2 for siblings.**

#### **Debs Diner**

We also offer a drop-in breakfast for any pupil who arrives between 8:30am – 8:50am. There is no charge for this.

#### **After-school Club**

The after-school club is run in-house by Riverside staff. This runs from 3:15pm – 5:15pm. A charge applies for these services with discounts for siblings. Places are booked and paid for via the Arbor app or card machine. We can no longer accept cash. Places must be booked in advance.

**COST: £10 per session for the first child in family / £8 for siblings.**

We also accept payment via the Childcare Grant payments system for those parents attending college or university.

**Parents / Carers MUST book your child into after school club. If your child is not booked on or you have not spoken to a member of staff regarding a last minute booking, you will received a phone call asking you to arrange collection of your child from the office.**

**We know this is an increase in price for both clubs, but unfortunately we have needed to increase costs due to the spirally costs to school. But, as I am sure you are aware, it is still cheaper than most other local before and after school clubs.**

### **Foundation 1**

Riverside has a Foundation 1 setting for 3 & 4 year olds. 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 book their child in for additional sessions at a cost of £12 for an additional 3hr session and £1 lunch supervision with their own packed lunch. Parents pay for all additional charges via the online payment system Arbor or by calling into the office to pay by card.**

### **Seedlings - 2-year-olds**

Riverside has a 2-year-old room called the Seedlings. Children are able to attend for either the morning session or the afternoon session. Some families may be eligible for 15 hours free, for those who are not eligible; **the cost is £12 for a 3-hour session.** Parents pay for the sessions via the online payment system Arbor, or by calling into the office to pay by card.



## **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.

The cost of the letting is discussed prior to any event between the school and the external provider.

## **Procedure**

When invited to, external Club Leaders must submit a proposal which gives clear guidance on how clubs should run, what to do in the event of an emergency and the current charge. When the signed agreement is received an invoice is sent to the provider for the full course of the club (see lettings above).

## **Site Manager**

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

If the site manager 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/or Deputy Headteacher.

## **Keys and Security**

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 site manager 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**

Previously, Riverside has been used as a polling station for Elections. Although this is no longer the case, The Returning Office may use part or all of a school for the purpose of an election in the future. 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.

## **Judo**

During the summer term, we have Judo sessions once a week held in the school hall before school starts. Parent's pay a contribution towards the cost of this. The outstanding amount is subsidised by school.

## **School Discos**

The PTA regularly run after school discos. This is to raise funds for school and helps us lower the cost of trips and activities throughout the year. The charge is £1.



## Riverside Primary School

### SCHEDULE OF CHARGES September 2023 – September 2024

After consultation and in line with the budget, the Governing Body have agreed that the following charges will apply.

<u>Charges</u>	<u>Cost</u>
Trips	Voluntary contribution of at least £1
School lunches	£2.60 per day (Unless entitled to free school meals)
Judo	£15
Judo (PP)	£10
Milk	Free for under 5's
Breakfast Club (Provision open 7:55am – 8:55am)	£3 for the first child £2 for any siblings
After School Club	£10 for the first child £8 for any siblings
<b>Nursery:</b>	
<u>Acorns</u>	
Lunch supervision 30mins	£1.00
Additional session 3 hours	£12.00
<u>Seedlings</u>	
3 hour session	£12.00