

*Ridgeway Infant School is a safe happy, place where everyone does their best!*

# CHARGING POLICY



Date agreed: 25<sup>th</sup> September 2018

Minute Ref: FGB18/017

Signature of Chair of FGB:

Review Due: AUTUMN 2019

Responsibility of the Full Governing Body

## **EDUCATIONAL VISITS**

- For educational visits within the normal school day, parents are requested to make a voluntary contribution to cover the cost of transport and/or entrance fees. No child is disadvantaged because of parent's inability or unwillingness to pay. If a child is ill and unable to take part in a visit, for which parents have already made a contribution, then a full refund is made.
- For residential visits outside normal school time parents pay the actual cost of transport, insurance, fees for entrances and board & lodging.

## **PROFESSIONAL PERFORMANCES IN SCHOOL**

- For visits of theatre companies, musicians and other arts based groups parents may be requested to make a voluntary contribution to cover either part of or the total cost of the performance. All children are able to take part in these events regardless of whether or not their parents have contributed. If children are absent for the performance a full refund can be made.

## **SCHOOL RESOURCES**

### ♦ ***Ingredients/Materials for practical subjects***

The school budget provides ingredients/equipment for Food Technology. Parents may be requested to provide materials, usually of a recyclable nature, for other practical work. No child is disadvantaged because of parents' inability/reluctance to provide.

### ♦ ***Lost or damaged equipment and books***

Parents may be expected to replace or purchase items damaged or lost.

### ♦ ***Wilful damage to school buildings, furniture or property***

Parents are made aware through the school brochure that wilful damage to school buildings or property may be charged to parents by the school.

## **LETTINGS**

The school premises are available on a letting in order to:-

- encourage liaison with the local community
- facilitate Further Education
- assist charities for fund raising events
- generate vital income for the school
- provide continuity of childcare

### ***Tariff***

- The minimum period of hire is 1 hour
- There is a daytime fixed charge for all lettings between 8.00am and 6.00pm of £8.50 per hour per room
- There is an evening fixed charge of £15.00 for the first hour and £12.50 for each hour thereafter.
- This hourly rate applies to each hour or part hour
- The fixed charge includes provision for Caretaking and cleaning

- For long term lettings on a daily basis there is an energy charge of £3.00 per hour and a wear and tear charge of 20p per person per day

### ***Breakfast Club***

The school hall will be used by Premier Sports to run a breakfast club for children at Ridgeway Infant School and Gayton Junior School from 7.30am until 8.45pm each day. Premier Sports will make a contribution of 50 pence per child per session of takings to Ridgeway and will be invoiced on a monthly basis.

### ***Use of School Kitchen***

- The kitchen is available for use on the same tariff as above if facilities are required for washing-up or boiling water.
- The kitchen is NOT a cooking kitchen.

### ***Use of School Equipment***

- Generally school equipment is not available for hire. However, larger items may be booked at £2.00 per hire per item.
- Tables and chairs in the rooms hired are included in the tariff.

### ***Organisation***

- All requests for lettings are made in writing addressed to the Clerk to Governors.
- Payment must be made in advance unless otherwise agreed.
- For weekly lettings payment must be made half-termly in advance.
- Cheques are made payable to Ridgeway Infant School.
- It is expected that the hirer will ensure that the room(s) hired are left in good order at the end of the Letting.
- Any electrical equipment used by the hirer must meet statutory safety requirements. The use of such equipment should be authorised in advance via the school office. The school reserves the right to make an additional charge for electricity supply.

### **ONLINE PAYMENTS**

This facility is now available to all parents via ScoPay. We reserve the right to add an administrative charge of 25 pence for each child for each event that a voluntary contributions are asked for.

### **TELEPHONE CHARGES**

- Staff employed at the school may make private telephone calls at an appropriate time. This is charged for at a rate of 10p for local calls and 50p for long distance calls. For itemised calls staff pays the full amount. A log of phone calls/monies is maintained in the School Business Manager's office.

### **PHOTOCOPIER**

- Staff employed at the school may make photocopies for personal use at a rate of 5p per copy. Staff should supply their own paper.

**MONITORING & REVIEW**

This policy will be monitored throughout the year by the Resources Committee and reviewed annually by the Full Governing Body.

September 2018