



ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

Charging Policy

Reviewed 18th October 2017

1 Introduction

1.1 This document is a statement of the aims, principles and strategies in respect of charging for School Activities.

It is in accordance with Government legislation and emanates the School's Mission Statement. Furthermore, it accords with the School's Equal Opportunities Policy

1.2 ***All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.***

2 Voluntary contributions

2.1 ***When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.***

2.2 ***If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. 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.***

2.3 ***The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:***

- ***visits to museums;***
- ***sporting activities (inc swimming) which require transport expenses;***
- ***outdoor adventure activities;***
- ***visits to the theatre;***
- ***school trips abroad;***
- ***musical events.***

3 Residential visits

3.1 ***If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge. However, parents will be given eight months notice and will be provided with the facility to make weekly contributions towards the costs.***

4 Music tuition

4.1 ***All children study music as part of the normal school curriculum which is paid via a school SLA. We do not charge for this. For those children who take part in music tuition outside of the normal school curriculum there may be a nominal charge.***

5 Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6 Sporting Activities

6.1 The school offers additional football/rugby/coaching after school. These clubs are run by members of the school staff who run and organise these sessions. There is no charge for these sessions.

7 Club Activities

7.1 Extra-curricular clubs and societies operate at various periods during the academic year. There is no charge for these activities.

7.2 Other Agencies may provide additional after school clubs i.e. fencing, mad science where there is a small charge – these clubs may run for up to five weeks.

8 Breakfast Club / After School Club

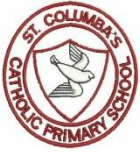
8.1 The school operates a Breakfast Club and is run by members of the school staff. Children are provided with a healthy breakfast and healthy snack (hot or cold). There is no charge for the club.

9 External Service Charges

9.1 At present the school does not offer facilities to outside agencies.

Signed:.....

Date:.....



St Columba's SPACE BUILDING Charging Policy

Hire of Rooms

The SPACE building has a sports hall and a conference room which is available for hire by the community and other agencies (please see use of school buildings policy).

Damage

The school Governors will charge for wilful damage to the SPACE property or equipment, the full price of any repairs or replacements.

Extra Curricular Activities

Where activities are optional extras Governors may impose a charge. The total cost will be charged to parents/carers and refunds of any monies will be made only when a good reason prevents the pupils from taking part.

Monitoring and Evaluation of the Charging Policy

A member of the SMT will consult with relevant staff on the effectiveness and appropriateness of the Charging Policy at the end of the academic year. Recommendations for change, if necessary, will be presented to the Governors for consideration in the Spring term.

National Curriculum

Activities (whether in or out of school hours) that are an essential part of the national curriculum or prescribed examinations may not be subject to a charge.

**Reviewed October
2017**

TERMS & CONDITIONS

1. Those admitted to St Columba's Space for Sport and Arts ('The Space Centre') must observe the conditions and regulations.
2. The management group reserve the right to refuse admission, or to evict, any person from 'The SPACE Centre'.
3. Casual bookings should be made within 48 hours of the hire. Payments should be made before the hire takes place.
4. No young person, under the age of 16 without adult supervision. Casual use excluding, hiring may only be made by those over 16.
5. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.
6. For block bookings, prospective hirers should indicate whether the sessions would continue through the school holiday closure.
7. One month's notice of the termination of an agreement should be offered on both sides.
8. The management group reserves the rights, at their discretion, to determine the availability of facilities and to cancel sessions without notice.
9. Any damage done to 'The SPACE Centre' property and equipment – fair wear and tear accepted – will be made good by the management group, and the cost thereof will become a debit due from the person or organisation responsible for the damage.
10. Black-soled shoes or outdoor footwear will not be allowed in the Sports Hall. Those participating are requested to wear appropriate dress for the activity in which they are engaged.
11. Smoking is not permitted anywhere in the SPACE Centre.
12. Plastic water bottles may be taken into the reception and classroom area, but food should not be taken into the facility.
13. Drinking alcohol is not permitted anywhere in the Space Centre, except at special events for which a licence must be issued.
14. Only service dogs are admitted to the facility.
15. Changing rooms and showers should be used properly and sensibly. Food and Drink is not permitted in the in the changing room area. Any damage should be reported immediately.
16. You and your group will be responsible for the safe-keeping of your belongings.
17. Under no circumstances will the management group accept responsibility for, or liability, in respect of any damage, theft or loss of any property, goods or other articles placed, deposited, brought into or left upon the premises either by the hirer, for his or her use or purpose, or by any other person.
18. Anyone entering or using 'The Space Centre' does so at his or her own risk, and the management group accept no liability in respect of any loss, damage or injury, howsoever caused.
19. Guests and other visitors should be made aware of these conditions and regulations.
20. Deficit agreement. Should non receipt of payment occur and the agreement enters into a deficit of fees. The use of the facility will be suspended until the outstanding sum is paid and the account is brought up to date.

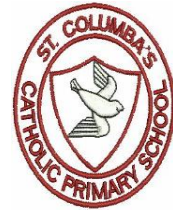
St Columba's Catholic Primary School

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LA/DfES Number: 340/3357

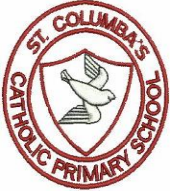


Headteacher: Miss M Evans

Deputy Headteacher Mrs V Oprey

BOOKING FORM FOR HIRE OF ST COLUMBA'S SPACE FOR SPORTS & ARTS

NAME	COMPANYNAME	POSITION	
ADDRESS			
		POSTCODE	
TELEPHONE CONTACT	EMAIL		
FACILITY REQUIRED			
SMALL HALL	<input type="checkbox"/>	LARGE HALL <input type="checkbox"/>	
CHARGES	PER HOUR	SMALL HALL £9.50	LARGE HALL £10.00
BOTH HALLS £19.50			
DATE (s) OF HIRE			
TIME (s)			
PURPOSE OF HIRE			
ACCOUNT TO BE SENT TO:			



Visitor Information for Evenings

St Columba's SPACE Centre

Some points to remember whilst on the premises:-

1 - Have you signed in, at reception on arrival?

2 - Please familiarise yourself with the fire evacuation procedure:

:: On hearing the fire alarm, please switch off electrically operated equipment where possible.

:: Please make your way out of the building **immediately** via the nearest designated fire escape route.

If you are based in the: -

Sports Hall - Fire exits are to the left and right of the back wall.

Conference Room - Fire Exit is in the back left hand corner of the room.

Play Room - Fire exit is in the conference room and the sports hall, use appropriate access doors.

Lobby - Fire exit is the front door.

Toilets – Fire Exits are at the bottom of the hallway

:: Assembly point for role call is the **grass verge to the right of the car park gates, under the assembly point sign.**

Please remain in your group until role call has been carried out.

3 - Toilets are located down the hallway in the lobby as sign posted.

4 - Refreshments: - you will be advised of the venue and arrangements if applicable. Please do not eat or drink

near any computer or electrical equipment or in the Sports Hall.

6 - All children are prohibited from entering the kitchen area

7 - PLEASE REMEMBER: - THIS IS A NO SMOKING BUILDING.

WE HOPE YOU ENJOY YOUR VISIT