



St Herbert's RC Primary School

CHARGING & LETTINGS POLICY

Approved by Governors on: 08.03.23

Date to be reviewed: Spring 2024

Signed on behalf of the Governing Body: *P Devine (Chair)*

St. Herbert's R. C. Primary School
Charging Policy

OVERVIEW

This policy is set within the context of the School Mission Statement:

"Strong in Faith, Hope and Love, for the Common Good"

and the School Ethos:

"By loving one another as God loves us, we can achieve spiritually and academically"

1 Introduction

- 1.1** 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 which is a private arrangement between parents and Oldham Music Service.
- 1.2** The School's Budget funds 15 hours of provision in the Nursery. A charge is made for the additional 15 hours for Full Time provision, unless the parents qualify for the 30 hours free childcare entitlement.
- 1.3** Charges are made by the Learning Centre for Breakfast, After School and Holiday Clubs plus extra activities for the community.
- 1.4** When organising school trips or visits which enrich the curriculum, the school asks parents to contribute to the cost. If we do not receive sufficient contributions, we may cancel a trip or visit. If a trip or visit goes ahead, it will only include children whose parents have paid the contribution. Most trips and visits are subsidised by the school and Pupil Premium may be used to cover some costs, at the Headteacher's discretion.
- 1.5** The following is a list of additional activities organised by the school, which may require contributions from parents.
This list is not exhaustive:
- visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - musical events.

2 Residential visit

- 2.1** The school organises an outdoor pursuits residential visit to provide extra-curricular education related to the National Curriculum, for those who wish to participate. The visit costs are paid by parents to cover coaching and residential fees. Travel expenses are covered by the school.

Charging & Lettings Policy

3 Music tuition

3.1 All children study music as part of the normal school curriculum. School pays for tuition in Choir lessons and to be part of "Opportunities in Music" Project provided by Oldham Music Service.

3.2 Individual music tuition provided by the music service is charged to the parents. School pays to the Music Service and parents pay to school.

4 Swimming

4.1 The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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.

5 Transport

5.1 We normally ask for a voluntary contribution for transport for eg. visits or sporting events. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

6. Lettings

6.1 At present, the school does not allow for any lettings of school premises.

7. Monitoring and Review

7.1 This policy will be reviewed by the Governing Body annually.

8. Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What?	Probable Content	Why?	Who?	Where?	When?
School Money Registration form	Name of child(ren) Telephone Parental Details Email addresses	To activate online payment system	Administration staff	Initially completed on paper then entered into the school's information system. Paper version	Held on information system throughout the child's time at the school.

Charging & Lettings Policy

				then shredded.	
--	--	--	--	----------------	--

As such, our assessment is that this policy:

Has few/No data compliance requirements	Has a moderate level of data compliance requirements	Has a high level of data compliance requirements
✓		