

EVELYN CP SCHOOL



CHARGING POLICY

Accepted: October 2010
Re-accepted annually.
Last re-accepted; October 2021
October 2022
September 2023
September 2024
September 2025

EVELYN C.P. SCHOOL
POLICY STATEMENT ON CHARGING
FOR SCHOOL ACTIVITIES

Introduction

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 from the School's Mission Statement, and equal opportunities policy.

Funding

Legislative changes as a result to the 1988 Education Reform Act are acknowledged to contain implications of additional costs, but no extra money has been made available by central government to local authorities to cover these costs. Equally, the Local Education Authority does not make additional monies available nor reserves any money for these purposes from the budgets allocated to schools.

The Exercise of Discretion

The Local Education Authority encourages governing bodies to consider how best the needs of their pupils might be met in such areas of discretion within their existing budgets and by means of voluntary contributions from parents.

Aims

The Governing Body recognises the valuable contribution that the wide range of additional activities, including excursions, residential experiences and clubs can make towards personal and social education and aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.

Principles

1. Projects and pursuits requiring additional funding are regarded as an integral aspect of the corporate life of the School.
2. Pupils should not be debarred from such activities as a consequence of their parents inability to finance their participation.

Strategies

1. The school will not levy any charges for routine activities which occur wholly or mainly within school hours.
2. The financing of special educational visits of a specific or general nature that take place whether in or out of School but within the School timetable, will rely entirely upon voluntary contributions from parents.

3. The School will cancel any planned venture if the uptake is insufficient and therefore, financially not viable.
4. No child will be disadvantaged or excluded from any activity because parents refuse or are unable to make a voluntary contributions.
5. When activities that do require extra financing are planned, parents will receive advance notice of the event including details of voluntary contributions.
6. The School will, when advertising a specific activity, request parents to signal their intention, usually on a pro-forma, whether or not they wish their child to participate and whether or not they are willing to make a voluntary contribution.
7. In the event of the visit being of a whole days duration, pupils in receipt of school meals will be provided with packed lunches, and will not be required to make a contribution towards the trip.
8. The School will maintain detailed records of income and expenditure in respect of all educational visits.
9. No charges will be made for educational activities that occur outside school hours when such activities are part of the school's statutory duties regarding the delivery of the National Curriculum or the Religious Education of Pupils.

Optional Activities

1. When optional activities are arranged these will take place wholly or mainly outside school hours. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such charges are incurred.
2. In the event of a residential visit being arranged parents will be given four months advanced notice and will be provided with the facility to make weekly contributions towards the costs.

Instrumental Tuition

The school currently offers instrumental tuition to pupils at Key Stage 2 under a Service Level Agreement paid by the School. Additional tuition is also offered which is outside the Service Level Agreement and parents also are given the opportunity to contribute to these additional lessons.

Club Activities

Extra-curricular clubs run by our own staff operate at various periods during the academic year.

In all such school based pastimes and pursuits, coaching and tuition are provided free of charge (nominal fee payable at each club), as is transport to and from venues and stadia for competitive matches.

At certain times, clubs are organised by outside providers, which may incur a cost to participating children, which parents will be requested to pay.

The Year 6 Breakfast Club is supported from school fund.

From September 2024, 'Bright Owls' after school provision will incur a charge of £7 per session, per child. This includes staffing, snack provision and use of the hall. This charge is in line with other childcare providers in the local area.

From April 2025, 'Early Birds' Breakfast club began with a charge of £3 per child per session. The club runs every weekday morning from 8am to 8.35am, and this charge includes staffing, provision of breakfast and use of the Science hub. This is in line with other childcare providers in the area.

External Service Charges

The school offers facilities to outside Agencies, i.e. Adult Learning.

The Adult Training Courses generate an income per capital head which is registered as income.

Following acceptance of the 'Use of School Buildings Policy', it was agreed that a charge of £25 per hour will be made to any external agency hiring a room within the premises.

Accepted at Governor Resource Committee Meeting – 12th October 2010

Re-accepted at Governors Resource Committee Meeting – October 2015

Re-accepted at Governors Resource Committee Meeting – October 2016

Re-accepted at Governors Resource Committee Meeting – October 2017

Re-accepted at Governors Resource Committee Meeting – October 2018

Re-accepted at Governors Resource Committee Meeting – October 2019

Re-accepted at Governors Resource Committee meeting – October 2020

Re-accepted at Governors Resource Committee Meeting – October 2021

Re-accepted at Governors Resource Committee Meeting – October 2022

Re-accepted at Governors Resource Committee Meeting – September 2023

Re-accepted at Governors Resource Committee Meeting – October 2024

Re-accepted at Governors Resource Committee Meeting – October 2025

EVELYN CP SCHOOL - ROOM HIRE BOOKING FORM

YOUR INFORMATION	
Company name and address	
Email	
Booked by	
Contact number	
Purchase order no. (if req'd)	
Hire cost quoted	
THE EVENT	
Date of event	
Time of event	
Number of attendees	
Chairs/tables required (please give details)	
REFRESHMENTS	
Tea/coffee/biscuits required (at additional cost)	
Buffet required (at additional cost)	
<ul style="list-style-type: none"> Costs/charges will be confirmed at the time of booking. An invoice will be sent prior to the event. The invoice must be paid promptly. A refund will only be issued if cancellation is received 7 days prior to the event. The hirer of the room will be responsible for the registration of all guests during the event, in accordance with Health and Safety regulations. Catering orders must be confirmed 7 days prior to the event. 	
Person authorised to sign;	
Name and signature	

Please complete this form and return as soon as possible to –
evelyn.de@knowsley.gov.uk to secure your booking.

