

Signature and date:

Slimbridge Primary School

Use of School Facilities and Charging Policy

Charging

Slimbridge Primary School does not charge for any activity undertaken as part of the National Curriculum, but may request a voluntary contribution towards transport costs.

Peripatetic lessons and after-school clubs run by external providers

Additional peripatetic lessons are offered in some subjects – particularly music. These are provided by teachers who are not members of the school staff. The school makes a charge to the parents/carers of children taking these lessons.

Voluntary contributions

The school invites parents/carers to contribute to the cost of school trips or visits that enrich the curriculum and the educational experience of the children. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, the trip or visit may be cancelled. If the trip or visit takes place, all children are able to participate regardless of whether the parent/carer has made the voluntary contribution. The school may, but is not obliged to, make up a financial shortfall in order to support the trip or visit.

Parents/carers have a right to know how each trip is funded. The school provides this information on request.

Swimming

Swimming lessons take place in school time for year 2/3 children. This activity relates to the National Curriculum. Voluntary contributions are requested towards the cost of transport for swimming.

Residential visits

The school does not charge for the provision of education during residential visits that take place wholly or mainly in school time where that education relates directly to the National Curriculum. The school makes a charge to cover the cost of board and lodging. Parents/carers entitled to free school meals are exempt from payment. The school requests a voluntary contribution towards travel expenses.

Private photocopying

Private photocopying for non-school business is charged at 10p/sheet. For small amounts of photocopying, the charge may be waived at the Head's discretion.

Private telephone calls

The school does not charge for emergency telephone calls made by staff, parents/carers or pupils. Any private calls individually itemised on the school's telephone bill are charged at cost.

Use of school facilities out of hours

Authorisation

The Head may authorise use of school facilities out of hours providing the representative of the organisation wishing to hire the premises ('the Hirer') agrees and satisfies the following points:

- All agreed arrangements are reported to the next Governors' meeting. Any exceptions are subject to prior approval by the Governing Body.
- The 'Application Form for Hire' is completed in full.
- The Hirer produces evidence of current public liability insurance with cover to £2 million (the Head notes renewal dates and the Hirer provides evidence of renewal where appropriate).
- Agreement is reached on arrangements for security and any additional charges in respect of caretaker attendance or other provision.
- Agreement is reached on the parameters and limitations of use (specific areas, times, use of equipment, entrances and number of people) in accordance with and in addition to the undertakings under item 6 on the Hire Form.
- A health and safety risk audit is undertaken by the Hirer to ensure that the anticipated activities do not give rise to special hazards. If special hazards are identified, the Hirer identifies the action needed to reduce these risks to a level deemed acceptable by the Head, and proceeds accordingly. The school ensures that the Hirer is informed of safety issues, fire escape and alarm systems, and any other factors that may reasonably impact on the Hirer's use of the premises.
- Agreement is made on the period of use (for example, hours' duration and frequency of use) together with the date for renegotiation or renewal of the agreement.
- Agreement is reached on the matter of reporting and restitution of any damage caused by the Hirer. This includes arrangements to

clear up, repair, or make good damage that could affect school activities during the following day.

- The requirement for a damage deposit is agreed and, if appropriate, paid before the period of use starts.
- Conflict with school events
- Representatives of regular users (weekly) are made aware that, on occasion, it may be necessary to cancel a session if it conflicts with a school event. School events take priority, though every effort is made to provide an alternative facility in the school or an alternative date.

Charges and costs

Charges, together with costs and expenses for the school, are reviewed annually by the Finance Committee. Charges are confirmed by the Governing Body at the meeting before the end of the calendar year so that the new charges come into effect on 1 January.

The Governors, at their discretion, may waive or reduce charges as they consider appropriate providing all other conditions are met (see above). The school invoices regular users on a monthly basis.

Friends of Slimbridge School (FOSS)

The school does not charge for the use of the school facilities by FOSS.