



St Richard's CE Primary School

School Charging Policy

This policy was last reviewed:	Autumn 2025
This policy will be reviewed again:	Autumn 2026
This policy will be reviewed by:	Resources Committee
Statutory policy?:	Yes
Source:	Full Governing Body

This document incorporates all the policies that have charging implications for the school. Therefore, allowing access for the school and its community to easily find the relevant charging information.

The School Charging Policy contains the following appendices, click on the relevant link which will take you to the required appendix:

- Appendix 1 - [Charging and Remissions Policy](#)
- Appendix 2 - [Breakfast Club Charging Policy](#)
- Appendix 3 - [After School Charging Policy](#)
- Appendix 4 - [Lettings Policy](#)

Appendix 1

Charging & Remissions Policy

Statement of Policy

St Richard's CE Primary School aims to offer pupils a wide variety of opportunities and experiences.

We will:

- ensure that education in school is free
- ensure that activities offered wholly or mainly during normal school teaching time are available to all pupils regardless of ability or willingness to help meet the cost of these activities

We have:

- discretion to charge for optional activities provided wholly or mainly out of school hours
- the right to invite voluntary contributions for the benefit of the school, or in support of activities organised by the school, whether during or outside school hours.
- discretion to reduce charges for those in receipt of pupil premium grant.

This policy sets out the circumstances in which charges may be levied or voluntary contributions sought.

Day Trips

1. Optional trips wholly or mainly outside school hours will be charged at full cost.
2. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation. If insufficient funding is received, the school reserves the right to cancel the trip.
3. The amount requested will represent the actual cost of providing the trip, spread equally between the number of pupils participating. No profit will be made.
4. Once a trip has been paid for, there will be no reimbursement for absentees on the day.
5. Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from Pupil Premium or charitable grant funding.
6. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the contribution for individual children who would be unable to participate because of financial hardship.
7. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School

1. The cost of providing enhanced learning experiences within school is to be met by a voluntary contribution sought from parents of children who will benefit. The school reserves the right to cancel the activity if insufficient funding is received.
2. The amount requested will represent the actual cost of providing the enhancement, spread equally between the number of children who will benefit. No profit will be made.
3. Voluntary contributions may also be sought towards the cost of ingredients, materials and equipment.
4. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
5. No child is to be prevented from participating because a voluntary contribution has not been received. Any shortfall is to be met from Pupil Premium or charitable grant funding.
6. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

1. Parents will be charged the cost of board and lodging on residential trips. The charge must not exceed the actual cost. Parents who can prove they meet free school meals eligibility criteria will be exempt from paying the cost of board and lodging on residential trips.
2. In addition, parents will be asked for a voluntary contribution to cover the cost of transport and activities provided during a residential trip. The school reserves the right to cancel if insufficient voluntary contributions are received.
3. The amount requested will represent the actual cost, spread equally between the number of children taking part. No profit will be made. The school reserves the right to cancel if insufficient contributions are received.
4. An initial deposit is usually requested for residential trips with the remaining balance payable in instalments. The initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
5. Where sponsorship or donations have been received towards the cost of the trip, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship. Any shortfall is to be met from Pupil Premium or charitable grant funding.
6. Children will be treated equally regardless of the payment made by their parents.

Music Tuition

1. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, at the request of the pupil's parent.

2. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.
3. The school reserves the right to cancel the activity if insufficient funding is received.
4. In some circumstances PPG funding can be used to support music tuition costs.

Optional extras e.g. Activity Clubs (football, gardening etc.)

1. The school may charge for clubs outside of normal school hours that are not part of the National Curriculum.
2. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges, prior to attendance at the activity. Parental agreement must be established prior to a child attending such an activity. The charge may include some or all of the following costs: materials, books, equipment, non-teaching staff, teachers engaged purely to provide the optional extra, an element to cover the cost of buildings and accommodation.
3. There will be no reimbursement for absentees.
4. In some circumstances PPG funding can be used to support activity club costs.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge may be made to parents in order to replace or mend the damage that has been caused.

Extended Services Provision (e.g. Breakfast Club and 3 Bee's After School Club)

1. Charges are set to cover all operational and capital costs associated with the running of each Club.
2. There will be no reimbursement for absentees.

Caring for our School Fund

1. The Caring for our School Fund is a vital element in ensuring that the School is a safe, well-equipped and pleasant environment for the children and staff. The fund is held and managed by the Governing Body and is used to maintain and improve the fabric of the building, grounds and ICT infrastructure.
2. Monies are raised primarily through voluntary contributions from parents/carers, fundraising activities, donations and rental income.
3. All pupils will be treated equally regardless of whether we receive parental contributions.

Early Years Provision

A charge will be made to cover the cost of providing early years education in excess of hours funded by the Local Authority. As this is deemed to be an optional extra, parents'/carers' agreement is necessary. Income should, where possible, reflect the market rate for childcare in this area, meet at least the actual cost of provision, and support the ongoing sustainability of the setting. The school should have a clear procedure for allocating places and governors should have regard to guidance provided by the Local Authority. Fees should be agreed regularly by the Resources Committee of the Governing Body.

Appendix 2

Breakfast Club Charging Policy

Breakfast Club is charged at £5.00 per session.

Bookings and payments are made via Scopay and parents can book a place up to 3pm on the day before the breakfast club. This allows the school to ensure sufficient staff are on duty.

The number of pupils who can attend breakfast club in one session is no more than 25 pupils.

There is no sibling discount for breakfast club.

**Prices effective 1 September 2025*

Appendix 3

After School 3 Bees Charging Policy

The 3 Bees After School Club

There are three types of after school sessions available:

Session A: 3.30-4.30pm - £5 per session

Session B: 4.30-6.00pm - £12 per session

Session C: 3.30-6.00pm - £17 per session

For sessions B and C children receive a light meal included within the price.

Bookings and Payments can be made via Scopay and you can book a place up to midday on the day. The number of pupils who can attend 3 Bee's After School Club in one session is no more than 20 pupils.

There is no sibling discount available for after school club.

**Prices effective 1 September 2025*

Appendix 4

LETTINGS POLICY

1. **Aim:** to provide facilities for the community and pupils after school hours and during selected holiday periods. Whilst lettings which will benefit children attending St. Richard's CE Primary School will be encouraged, the cost of providing the premises to outside users must cover all the costs involved and produce a net income to the School.

The Scheme for Financing Schools states that the Local Authority considers it important that school premises continue to be available for community use and will liaise with schools to ensure the premises continued availability. Schools will be reimbursed for the costs of the use of their premises where the community use has been agreed with the Authority under the dual use policy. Schools may subsidise other lettings for community and voluntary use with income from other lettings, provided that there is no net cost to their budget share.

2. Priority of outside users:

Priority will be given to the following groups of outside users in descending order:

Category A Lettings to an outside user who is giving a service directly benefiting the children attending the school and who has been sought out by the school, where a reduced fee may be charged in return for price concessions to the children who take part;

Category B Lettings to St Richard's Church for use by the Church;

Category C Long term or block bookings;

Category D One-off lettings.

3. Procedure for lettings

- a) The School Business Manager will obtain the Headteacher's verbal agreement for all proposed lettings and, in consultation with the Headteacher, the School Business Manager will decide into which Category any proposed letting will fall (and in the case of those in Category 1 above giving close consideration to the adequacy of the proposed price concessions).
- b) The School Business Manager will prepare an agreement based on the form of the draft set out in Appendix B to this Policy but in each case amended to be appropriate for the proposed Category of outside user. The School Business Manager will then send that agreement to the outside user for completion, signature and return by the outside user.
- c) On receipt of the completed and signed agreement from the outside user the School Business Manager will despatch a duplicate copy of the agreement signed on behalf of the School to the outside user together with an invoice for the letting fee, where this is payable in advance, and the deposit if appropriate. No letting shall take place unless and until the outside user has returned the completed and signed agreement together with a cheque or BACS payment for the deposit and, if appropriate, the letting fee.
- d) The public liability insurance policy taken out via RPA Insurance and covers accidental injury and accidental damage to the premises or its contents. It provides access to £5m public liability insurance to any non-commercial, non-profit based individual, community group or society who wish to hold an organised event or function in a Richmond Council owned property and do not have their own public liability insurance. Cover is subject to there being a hire agreement in place between the school and the hirer setting out the specific terms of the hire. However, the cover is **not intended for commercial organisations which must have separate insurance in their own name and continue to provide evidence of this. Therefore**, all outside users which are commercial organisations will have to produce a current Public Liability Insurance Certificate in the minimum sum of £5m per claim.
- e) Caretaker costs are additional and charged by the hour. If the outside user is not known to the school, or there is any risk to the school's property, the caretaker (or other staff member) will need to be in attendance throughout the letting. If the outside user is known to the school and there is minimal risk of damage to the school's property the caretaker will only be required to open the premises and lock up after the letting, for which there will be a minimum 1-hour recharge. If the let is a long term let and it has been agreed that the group letting the school will have keys then the caretaker does not need to be in attendance during the regular letting.
- f) The School Business Manager will ask the user to ascertain whether any Temporary Event Notice (licence) will be required for the letting. If any such licence is required the outside user should be advised to obtain and produce such licence for inspection in good time prior to the letting.
- g) The School Business Manager will draw the attention of User to the requirements regarding the arrangements for the safeguarding of children and vulnerable adults described in Section 6 of the Hiring Agreement.

4. Charges for Lettings

- a) No charges will be made for use of the school premises for the following purposes: after school clubs led by teaching/support staff, Governors' meetings, PTFA meetings, school fund-raising events which have been co-ordinated by the PTFA and meetings with parents and outside agencies.

- b) The current hourly charges are detailed in Appendix A. Our lettings costs are benchmarked against other similar organisations.

APPENDIX A

LETTINGS CHARGES 2025

	HOURLY CHARGES						DEPOSIT
	Hall	Classrooms	Kitchen	Field	MUGA	Caretaker	%
Category A	Fee negotiable subject to the level of any proposed concession to the children of this school					£25	
Category B	£20	£10	£25	FREE	£35	£25	Nil
Category C	£35	£25	£25	£35	£35	£25	Nil
Category D	£75	£50	£50	£60	£35	£25	20%

The above charges are subject to any variation agreed by the Headteacher at her discretion.

For health and safety reasons, our hall is not available to hire for children's parties.

APPENDIX B



St Richard's C E Primary School

LETTING AGREEMENT

This **AGREEMENT** is made on20[] **between:**

- (1) **The Governing Body of St Richard's Church of England Primary School** ("the Governors"), whose address is Ashburnham Road, Ham , Richmond, TW10 7NL and
- (2) [] "(the User)" whose address is []

It is agreed as follows:

1. Permission

The Governors or nominated representative agree to permit the User to use those parts of the school premises identified in the First Schedule ("the Premises") at the times set out in the Second Schedule ("the Permitted Period")

2. Term of Agreement

This Agreement will start on the date of this Agreement and will end on the Termination Date as defined in the Third Schedule unless ended earlier under clauses 4 or 6.4.*[NB this clause will only apply to lettings on a regular basis. It should be deleted in the case of one-off lettings]*

3. Permitted Use

3.1 The User may use the Premises during the Permitted Period for the purpose described in the Fourth Schedule ("the Permitted Use").

3.2 The User may not use or permit the use of the Premises for any purpose deemed by the Governors to be outside of the Permitted Use.

3.3 The User shall provide a copy to the Governors or nominated representative of any statutory licence required to be in place for the Permitted Use and shall forthwith notify the Governors if any such licence is suspended or cancelled or has expired without being renewed.

3.4 The User shall not without the prior consent of the Headteacher use any School resources or equipment and if so authorised shall reimburse the actual cost of such use to the School

4. Ending the Agreement

4.1 The Governors or nominated representative may end this Agreement immediately by notice given by them:

4.1.1 if at any time any payment due under this Agreement remains unpaid for more than thirty days after becoming due

4.1.2 if the User breaches any of the stipulations and conditions in this Agreement

4.1.3 if any licence required by the User from OFSTED in order to comply with the Childcare Act 2006 or any other statutory licence required by the User for the Permitted Use is not in place, is suspended or is cancelled.

5. Fee and Deposit

5.1 The User agrees to pay to the Governors or nominated representative a fee for the use of the Premises during the Permitted Period ("the Fee"). The amount of the Fee and the date or dates on which it shall be paid are set out in the Fifth Schedule.

5.2 The User agrees to pay to the Governors or nominated representative a deposit (the "Deposit") for the sum set out in the Sixth Schedule. The Deposit is taken for the following purposes:-

5.2.1 any damage for which the User may be liable

5.2.2 the reasonable costs in compensating the Governors or nominated representative for any major breach by the User of the User's obligations

5.2.3 any fee or other money due and payable by the User under this Agreement which remains unpaid after the end of this Agreement.

6. Safeguarding

- 6.1 The User undertakes to ensure suitable arrangements are in place, including ensuring that Third Party Users will adhere to them in regard to safeguarding children. The arrangements made by all categories of Hirer must be at least equivalent to those described in the school's policy on safeguarding children/vulnerable adults.
- 6.2 The User shall ensure that at all times each and every person employed by or under the control of or acting on behalf of the User and who has any contact with children at the Premises shall have a satisfactory enhanced Disclosure and Barring Service Certificate in place and held by the User.
- 6.3 In relation to the undertaking at 6.1 the User also undertakes to produce to the Governors or nominated representative for their assessment its, or any Third Party User's policy for the safeguarding of children and vulnerable adults.
- 6.4 In addition to the general right of termination set out in clause 4, the Governors or nominated representative reserve the right to end this Agreement with immediate effect if the User does not have the arrangements referred to at paragraphs 6.1 and 6.2 in place.

7. Health and Safety Conditions

The User must ensure the following:

- a) Normal emergency procedures are followed.
- b) A risk assessment is carried out by the User and provided in written form to the Governors or nominated representative in respect of any activity for which the User is responsible and where a risk assessment is required to be carried out under Health and Safety Regulations or other Statutory Provisions.
- c) A First Aid Kit is provided.
- d) No School equipment is used unless otherwise agreed from time to time between the parties.
- e) Familiarity for all persons attending with emergency equipment, such as fire extinguishers, alarms, mobile telephone and first aid facilities and the school's fire evacuation procedures (Appendix 1)
- f) An emergency evacuation procedure is established detailing who will be responsible for taking control, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants.
- g) Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the User or the Premises and equipment.

This includes ensuring that:

- Leaving the kitchen clean and tidy after use.
- No nuts or products containing nuts are brought into the school kitchen or school.
- Alcohol is not consumed without the prior consent of the Headteacher.

- Emergency exits, fire extinguishers, alarm points are not obstructed.
 - Adequate walkways are available to allow free and easy access and egress.
 - No gas cylinders or canisters are used on the Premises.
 - Combustible materials are not placed adjacent to heat sources.
 - Equipment is used for the purpose for which it was designed.
 - Electrical equipment is PAT tested and complies with the British standards then applicable.
 - Flammable or hazardous substances are not to be used.
 - No open fires, candles or unauthorised electrical equipment will be used on the Premises.
 - There is no smoking
- h) Furniture, instruments or equipment belonging to the User may only be left or stored on the Premises if stored safely and in accordance with arrangements approved by the Headteacher.
- i) The Premises must be vacated on time at the end of the Permitted Period and left in a clean and tidy condition and all furniture and/or equipment used must be returned to where it was located at the beginning of the Permitted Period.
- j) It complies with the specific obligations set out in the Seventh Schedule.
- k) Where the User employs a Third-Party User, then the User will ensure that the Third-Party User complies and fulfils all requirements set out above.

8. Damage to Property

The User undertakes to report forthwith to the school's authorised representative and then either to make good or to reimburse the Governors for the cost of making good (as the Governors or nominated representative direct) any damage, normal day-to-day wear and tear excepted, to the property of the Governors or the School caused by the User, its staff, visitors or clients.

9. Liability of the Parties and Indemnity

9.1 Except in so far as the Unfair Contract Terms Act 1977 requires otherwise the Governors or nominated representative will not be liable for:-

(a) any injury (including injury resulting in death) or damage to or loss of property, which may occur to, or be sustained by the Users, their assistants, employees, volunteers or agents, Third Party Users, children attending any session or others entering the Premises (with the exception of death or injury which may occur by reason of the negligence or the Governors or their servants or agents acting within the scope of their authority); or

(b) any loss which may occur or be sustained by the Users, their assistants, employees, volunteers or agents, resulting from the Governors' decision to close the swimming pool for any reason relating to health or safety.

9.2 The User must indemnify and keep indemnified the Governors and their employees and agents from and against all actions, claims, proceedings, costs, damages, liabilities and expenses in respect of injury to any persons (including injury resulting in death) and damage to and loss of property which may arise from, or in consequence of, the exercise or purported exercise of the use of the Premises by the User (with the exception of death or injury which

may occur by reason of the negligence of the Governors or their employees or agents acting within the scope of their authority).

10. Insurance

The public liability insurance policy taken out by Richmond Council with Zurich Municipal covers accidental injury and accidental damage to the Premises or its contents. It provides access to £5m public liability insurance to any non-commercial, non-profit based individual, community group or society who wish to hold an organised event or function in a Richmond Council owned property and do not have their own public liability insurance. However, the cover is **not intended for commercial organisations which must have separate insurance in their own name and continue to provide evidence of this. Therefore, if the** User is a commercial organisation, it must produce a current Public Liability Insurance Certificate in the minimum sum of £5m per claim and maintain such insurance throughout the Term.

11. Nuisance

The User must not (and must ensure that any person entering the Premises during the Permitted Period does not) cause any nuisance or disturbance to the Governors or the School or neighbours.

12. Licence

The parties agree that this Agreement is a licence and does not create a tenancy between the User and the Governors.

13. Assignment and Sub-hiring

The User must not assign sub-licence the whole or any part of the Premises or the benefit of any rights granted to the User by this Agreement.

14. Statutory compliance

Each party warrants and undertakes to the other that it will comply with all laws, rules and regulations. This includes but is not limited to complying with:

- (a) Health and Safety at Work Act 1974
- (b) Race Relations Act 1976 and the Race Relations (Amendment) Act 2000
- (c) Sex Discrimination Act 1975
- (d) Disability Discrimination Act 1995
- (e) Care Standards Act 2000
- (f) Data Protection Act 1998
- (g) All other discrimination legislation in force from time to time
- (h) the Education Acts
- (i) Children Act 1989
- (j) Current Safeguarding legislation

15. Change of Post-holders

- 15.1 The User agrees to notify the Governors or nominated representative in advance if any of the User's staff cease to work for the User or if new staff are taken on.

15.2 The Governors or nominated representative reserve the right (acting reasonably) to require the User to withdraw any person from the Premises if they have good cause so to do.

16. Non-exclusivity

The Governors or nominated representative have the sole right to decide to whom to let any part of the premises including letting to a competitor or potential competitor of the User.

.....
Signed by
for and on behalf of the Governors of St Richard’s Church of England Primary School

.....
Signed by
for and on behalf of the User

THE FIRST SCHEDULE

The following areas shall be available for use by the User during the days and times specified in the Second Schedule

THE SECOND SCHEDULE

The following are the days and times during which the User may use the Premises:-

THE THIRD SCHEDULE

The Agreement will end on [] 20 []

THE FOURTH SCHEDULE

The User may only use the Premises for the following purpose:-

THE FIFTH SCHEDULE

The Fee shall be £ [] payable on each of the following dates:-

THE SIXTH SCHEDULE

The Deposit shall be £ []

THE SEVENTH SCHEDULE

The User shall comply with the following specific obligations:-

The User will refer and adhere to the school Health Risk Assessment which can be found on the school website.

The User will maintain a record of all participants for use to track and trace if necessary.

The User will ensure that all areas that are accessed by the User (including toilets, sinks, handles, taps, table tops, chairs etc) have been cleaned with anti-bacterial cleaner before and after the letting session has finished.

APPENDIX 1

Fire evacuation procedures

If you discover a fire before it is detected by our smoke alarms, sound the alarm and (if safe to do so) go and notify the office of the fire's location, size, type etc. so that they can inform the fire service. The office will dial 999.

When the fire alarm is sounded (continuous bell accompanied by flashing red lights on the sensors) the following actions should be taken:

Class Teachers

Teachers in classrooms:

- Instruct children to line up
- Ensure all windows and doors are shut
- Bring the class list marked with any pupil absences
- Escort the children via the nearest fire escape route to the playground
- Check children off the class list as soon as possible
- Hold up class list to indicate all are present
- Inform the Head or Deputy if any one missing

Adults/teachers elsewhere in school should proceed with any children in their care to the playground via the nearest fire escape route.

Teaching Assistants

Teaching Assistants in class should assist the teacher in closing doors and windows and escorting children out. Otherwise proceed via the nearest fire escape route to the playground.

Head/SBM/Welfare Officer/SENCo

Headteacher and Welfare Officer should proceed to sweep staff study , welfare room and key stage 2 corridor are all clear, closing windows and shutting doors and no children or adults are still in the building.

Senco and School Business Manager should proceed to ensure staff room, staff toilets and key stage one corridor are all clear, closing windows and shutting doors and no children or adults are still in the building.

Office/Other staff in the administration areas

The alarm monitoring service will automatically put through a call to keyholders either Headteacher or School Business Manager. If instructed, they will call 999 unless the office has already done so. Otherwise, one member of the Office Team should dial 999 and inform the fire service of the size of the fire, location and, if possible, the type of fire e.g. kitchen/wood/electrical. They then pick up the Evacuation Report and the Pupil, Staff and Visitor Signing In/Out Books and proceed along the KS2 corridor to the playground. A second member of the Office Team should exit the building via the front (main) entrance to await the arrival of the fire brigade and allow them access to the building. If there is only one member of staff working in the school office the School Business Manager or Welfare Officer will go out to meet the fire brigade.

School Events

If we are hosting a school event in the hall and the fire alarm is activated. All guests (eg parents and carers) will be asked to leave the school via the fire exit doors that lead onto the outside of the school outside St Richard's church. School staff will have responsibility for evacuating pupils to the school playground in the normal manner.

Contractors/Agency staff/Visitors

Evacuate by the nearest fire escape route to the playground.

Hirers

Hirers should establish an emergency evacuation procedure detailing who will be responsible for taking control in an emergency, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants. In the event of fire, sound the alarm and evacuate through the nearest fire escape route to the designated assembly point, closing any doors and windows on route and ensuring there is no one left in the building. Do not re-enter the building until the caretaker or senior member of the school staff or fire brigade deem it is safe to do so.

Fire marshals are:

Senior fire marshals: Jo Wilson Sian Murphy Julie Singleton

Deputy Marshals – Priya Patel Jo Collins Alex Rice