

ST MARGARET MARY'S CATHOLIC INFANT SCHOOL

Loving, Learning, Growing together with Jesus.



CHARGING & EQUIPMENT LOANS POLICY 2025-2026

Approved by: FGB

Date Ratified: 17th September 2025

Review Date: September 2026

Introduction

The Governors regard St Margaret Mary's Catholic Infant School as a community resource and it is their wish to encourage use of the resources by the local community (where this does not detract from the education of our pupils). The benefits of community partnership are evident for both the pupils and the local community and this policy will further aid the successful integration of St Margaret Mary's and the local community.

[Updated] Legal framework

[Updated] This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Data Protection Policy
- Freedom of Information Policy/scheme

It needs to be recognised, however, that St Margaret Mary's Catholic Infant School are not resourced to operate as a community resource and that the financial resources devolved on an annual basis cannot be used to underwrite the use of the building and resources by people other than the pupils. It will be necessary, therefore, to make a charge when letting the premises / resources that goes some way towards covering the cost of running the school, e.g. heating, lighting, caretaking and management costs.

Scale of Charges

The Governors, therefore, intend to charge using a permutation of factors which reflect: -

- a) which resources are being hired
- b) whether the site manager's overtime is required
- c) if the use of the resource is in or out of school hours

The Governors' Finance Committee will decide on the appropriate scale of charges having taken the above factors into consideration. The hiring of resources / premises will be reported to Governors at regular intervals.

All requests for payment of hire charges will be made by invoice. All payments will be receipted and credited in accordance with the LEA Financial Regulations and St Margaret Mary's Catholic Infant School Financial Procedures.

Areas

Playtots currently occupy a section of the school building previously known as the (Robins Centre) and are currently on a long-term lease provided by the Archdiocese. The total school site floor equals **2521.85** square metres. The total square meterage for the former (Robins Centre) is **558** square meters with St Margaret Marys nursery equating to **302** square metres and Playtots floor area equating to **256** square metres, which equates to **10.15%** of the total floor area.

Charges are levied to cover the facilities and services provided:

Building Maintenance and Improvement

Water, Waste and Sewage

Energy

Security

Insurance

Playtots Day Nursery have now been provided with a secure lease by the Archdiocese, which details further the charges applied via a Service Level Agreement between School and Playtots Day Nursery. It should be noted however, the lease will form a contract between the Archdiocese and Playtots, with the Archdiocese being accountable Landlords (not St Margaret Mary's Catholic Infant School). The anticipated charges for Playtots for the school year 2025/2026 are £15,978.00

A Service Level Agreement has been drawn up between the Headteacher, School Business Manager and Playtots Manager, with the anticipated charge for 2025/2026 having been agreed.

Health & Safety

All users of the school's facilities will be required to adhere to the school's Health and Safety Policy, a copy of which can be found in the school main office. They will be required to secure their own Health & Safety Service Level Agreement through the LA.

The attention of users is drawn particularly to the arrangements for Fire Evacuation which is indicated in all rooms. Fire exits and exit routes are clearly marked using green information signs. Red "break glass" Fire Alarms are also positioned throughout the school. These alarms do not automatically ring through to the emergency services; a 999 call has to be made to alert the emergency services. In the case of emergency, a telephone can be located in the school office.

Computer and electrical equipment

This range of equipment is available for staff use only in order to assist in preparing for teaching or with administrative matters. Items may only be loaned after prior agreement with a member of the Senior Management Team and after completion of an equipment loans form. [Appendix 1]

Charging for Educational Visits and Activities

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, visits, visitors to school [e.g. theatre groups], residential experiences and clubs can make towards personal and social education and aims to promote and provide such activities both as part of the broad and balanced curriculum for the pupils of the school and as additional optional activities.

Voluntary contributions for trips, visits and visitors

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions

When educational trips and activities take place out of school hours participation in any activity will be on the basis of the parental choice and willingness to meet such charges as are incurred. If the visit or activity is residential, then parents of participating pupils will be asked to bear the cost of board and lodging. Parents on Income Support or Family Credit may be entitled to claim assistance with the costs for residential trips.

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

Wrap Around Club (Formerly Magpies)

The school operates a Breakfast Club and After School Club. Parents are requested to pay for this service in order to cover the running costs.

Current rates:

- Breakfast Club £3.25 per session
- After School Club £8.50

This is accounted for within the School Budget Account.

Optional Extended Hours Fee (Nursery)

For the year 2025/2026 school will be offering all nursery pupils optional extended hours from 2.30pm until 3.15pm. The cost for the optional extended hours is £4.50 per day (£22.50 per week).

School Snack

The school supports and promotes a Healthy Eating Policy and provides a healthy snack in the EYFS each day. The food is purchased through the school fund account and parents are asked for a voluntary contribution towards the cost that is accounted for in the school fund accounts. With effect from 01.09.2020 all payments for snack are made via Parent Pay. The current voluntary cost for this for the academic year is £15.00.

School Milk

KMBC have withdrawn their SLA with effect from 01.09.2020. School milk charges now equate to 0.25p per day per child, £47.50 per year for all pupils over five-year-olds (cost for milk can be variable throughout the academic year). School has agreed to subsidise Reception children over the age of five for their whole Reception year (normal charging would ensue the term after their fifth birthday). School milk is also provided free of charge for additional pupils in Year 1 and Year 2 who are entitled/eligible for free school meals. Milk is available for all pupils as part of school meals; therefore, school milk is only purchased for pupils who are eligible to receive it.

School fund

The school runs a school fund which is used to raise money by fund raising events and which also attracts charitable donations. It has been agreed that monies raised in this way may be used to partly or wholly support activities for pupils both during and out of school hours.

The school fund accounts are audited on an annual basis and are available for scrutiny.

Pupil Premium Funding

The school receives additional funding for pupils entitled to Free School Meals and those in Key Stage 1 who are Looked After. The additional funding will be used to address any underlying inequalities between children eligible for Pupil Premium and others. Our aim is to use this funding to provide additional educational support to raise the standard of achievement for these pupils, however we may on occasion use our discretion and use some of this funding to support these pupils when voluntary contributions for trips, visits and visitors have been requested by school.

Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

The detail of this policy will be reviewed annually by the Governing Body

Appendix 1

St Margaret Mary's Catholic Infant School

2025-2026

SEMI-PERMANENT LOANS

Name:

Start Date:

Length of Loan Period: _____ Ongoing: _____

EQUIPMENT DETAILS

Description of Equipment:

Serial Number:

Tag Number:

DECLARATION

I accept responsibility for the above equipment and will ensure it is fully covered by my home insurance. I will notify the Head teacher immediately should any problems arise relating to the equipment.

Signed by: _____ Date: _____

AUTHORISATION

Authorised by: _____ Date: _____
(Head teacher/Business Manager)

ON RETURN

Date Returned: _____

Authorised by:
(Head teacher/Business Manager)

Signed: **Date:**