



Join the faith and learning journey



ST ANTONY'S R C PRIMARY SCHOOL

OUR MISSION STATEMENT

St. Antony's School is part of the Roman Catholic community of the Holy Family, where Jesus Christ is our inspiration as we raise standards and aspirations for all of our children.

INCLUSION STATEMENT

In this school, we are educating our children to:

- **know who they are - a special and unique gift from God**
- **know why they are here - we all have a purpose and responsibility to look after God's world**
- **work hard and aim high for their future- find and use their God given talents to be what God intended them to be.**

We are a Catholic community, in a modern society, where everyone is equal. The most loving and merciful Jesus Christ is our role model, and He welcomed everyone. All children are welcome in our school, and they and their families become part of our St. Antony's family. We will love and nurture them, and do our best to help them, on their faith and learning journeys, to become what God wants them to be.

POLICY NAME: - CHARGINGS/LETTINGS POLICY

Adopted by Governors: (signed on hard copy)

Date: June 2025

Review date: June 2026

CHARGING/LETTINGS POLICY

Document purpose

This document reflects the school values and philosophy in relation to charging pupils for activities both within school time and for extracurricular activities in school. It sets out a framework within which staff can operate and gives guidance on planning, organisation and evaluation.

Document aims

This document is intended to clarify the school policy on charging pupils for activities and for other issues that may necessitate a charge being made.

The document will also clarify how the school meets statutory legislation with regard to charging pupils.

Organisation within the school

Charging for activities that take place within school time:

There shall be no charge for activities (see below) organised during school time, instead the school shall operate a policy of voluntary contributions in order to fund these events.

This type of activity refers to school trips and visits, sporting activities, visiting drama or theatre groups and educational presentations such as science shows.

In situations such as these listed above, the parents of pupils in school will be informed of forthcoming events by letter. This will include information as to type of activity, dates and times and also the appropriate charge being made.

This communication to parents will contain the statement that any monies collected are to be voluntary contributions and that children who do not make such a contribution will not be excluded from the activity. However, it would be made clear that, if in the situation where sufficient funds were not contributed, it may not be possible for the activity to go ahead.

Visits out of school are seen to be priority and part of the curriculum therefore travel to such venues is budgeted for by school enabling contributions to be subsidised. The same can be said about the activity holiday for Year 6 which is also subsidised.

Pupil premium funds are sometimes used to support activities for children who are entitled to it.

Activities that take place out of school hours:

Most activities are free but it may be necessary to make a charge on the basis of the type of activity available e.g. LKFA Kickboxing, Crafting clubs where extra materials are needed. This may well be limited and therefore it is important that the following apply:

- All pupils to whom the activity is open to must have equal opportunity to places – e.g. letters circulated at same time, information re. activity given to all
- Families made aware of cost implication prior to activity taking place

- Families given time to contribute in instalments prior to activity taking place
- Organising staff to ensure that costings are as competitive as is possible e.g. seek quotations as to transport costs, negotiate with providers

Should an activity be oversubscribed then it is important to inform parents that places are available on a first come first served basis and that should insufficient funds be made then a refund will be made and the place offered to others. If the activity is undersubscribed, then a refund will be made of any monies contributed and the Headteacher be informed.

Refunds

Should a child be unable to take part in an activity to which contributions have been made the following shall apply:

If this is due to an absence that could not be foreseen or prevented, then a full refund may be made. If other reasons are given for missing the activity, the Headteacher will be informed and it is at the discretion of the Headteacher as to whether a refund is made.

Fund Raising activities

Parents will be informed in advance should an activity be organised to raise money for school funds. All fundraising activities are voluntary. Activities such as 'book fairs' are open to all families and charges are made based on the price of each individual item as recommended by the retailer.

Charging for lost or damaged property

In the event of school property being lost or damaged then the parents shall be asked to contribute towards the cost of replacement e.g. school reading book bag £6.00/school ties £6.00/library £3.00 per book.

Building Fund

Our school is a voluntary aided school and is required to contribute 10% towards building costs. In 2003 Salford Diocese requested that all its schools collected from parents a yearly contribution so that each school can contribute to a central fund to honour the 10% contribution. This is kept centrally by the Diocese and is used towards a whole range of building work, such as refurbishment of toilet facilities, installation of new windows, replacement of boilers and roofs for all Roman Catholic schools. We have benefited greatly from this scheme which has enabled us to have extensive building alterations / works in recent years and it is necessary for the school to support the scheme. As parental contributions do not cover the full cost of this fund, it is necessary for the school to factor in monies from the school budget to cover the remainder of the contribution. We will also be holding non-uniform days throughout the academic year to raise further contributions. More details will be sent out separately.

Wraparound

We have an onsite morning club which runs from 7:30 a.m. to 8:30 a.m. every school morning. As this is outside the education hours a fee of £2.00 per pupil per session is charged for before school care between 7:30am and 8:30am and £1 from 8:00am – 8:30am. Breakfast food is free for all children attending before school care and to all pupils in school when they arrive in class. We have an onsite after school club which runs from 3.15 p.m. to 6 p.m. every school evening. As this is outside the education hours a fee of £6.00 per pupil per session is charged. Bookings must be made and paid for in advance via school gateway.

Wraparound Clubs

Wraparound care will be part of the activity clubs from September 2025 with a cost of £3 per club. Each club will run from 3:10pm to 4:10pm. "Top-up club" is available after the activity clubs which is at a cost of £3 from 4:10pm to 6:00pm, thus making it the maximum price of £6 until 6:00pm.

Late Charges

A late charge of £6 every 15 minutes will be applied after 6pm for those children not collected.

School lunches

School lunches are charged at £2.20 per day from September 1st 2025.

Letting of the Premises

The cost of hiring the school hall or school grounds: (as agreed by the Finance Committee)

Timing	Cost (excluding site supervisor)	Cost (including site supervisor)
Hourly	£25	£40
½ day	£100	£150
Weekly	£250	£750

Public liability insurance must be in place for any external organisation requesting to hire school premises.

The school FOSA or parish will incur no charge for use of the school premises as part of our community links.

Reviewed and updated: June 2025

Adopted by Governors at the Finance Governors meeting

Next Review date: June 2026