

LADYCROSS INFANT SCHOOL CHARGING AND REMISSONS POLICY

Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Finance committee and will be adjusted in line with any subsequent guidelines from the DfE or LA.

Aims

This statement sets out the school's approach to charging, describes each type of activity which will be charged for and explains when charges will be made.

Principles

- All education provided within school hours will be free. This includes materials and equipment. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.
- All parents will be informed about school hours in the school prospectus.
- The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.
- General fund-raising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- No pupil will be left out of any educational activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.
- Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.
- No charges will be made which exceed the actual cost.
- A charge may include an allowance for the cost of teachers and parents from the school who supervise the activity.
- When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.

SCHOOL CHARGES FOR PUPILS AND ARRANGEMENTS FOR PAYMENT

Charge for:	Cost	When	Notice given
Performer/ theatre visiting school	£3.00 - £4.00	1 or 2 per annum	2 weeks minimum
Local trips	£5.00 - £15.00	1 or 2 per annum	3 weeks minimum
Lost/damaged school equipment, books etc	Individually assessed	Parents may be expected to replace or purchase lost or damaged items of school property.	
Sweat shirts	£12.00	optional	
Book folders	£3.00	optional	
Owls Club	£4.00 morning £7.50 afternoon	Per day	

- **Charging for lettings**

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Lettings Policy.

- **Charges for photocopying**

Staff and others may use the school photocopier at a cost of 5p per A4 copy.
Staff and others may use the school colour printers at a cost of 10p per A4 copy.

- **Private telephone calls**

Staff and others using the school telephone may do so at the normal BT costs

Collecting and banking sums collected

- The school will maintain records of all charges collected
- All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document.)

October 2016