

BRACKENSDALE INFANT SCHOOL

CHARGING & REMISSIONS POLICY

Date of Policy	Autumn 2014
To be reviewed	Autumn 2015
Member of Staff responsible for the Policy	Diane Reddish

This is Brackensdale Infant School's statement as required by The Education Reform Act (1988).

- a. There shall be no charge for admission to the roll of the School, for education during normal school hours and curriculum related activities
- b. For certain types of educational activities during the school day (e.g. class visits, trips and outings), parents may be asked for a "voluntary contribution" in advance. However, no child will be placed at a disadvantage because of a parent's unwillingness or inability to pay. The expenses of those engaged in supervision and tuition may be included in the costs, depending upon the activity/event. If, as a direct consequence of a number of parents not paying, the voluntary contributions received do not meet a level necessary to cover the costs of the activity/event, it may be cancelled and all monies returned. In circumstances of genuine financial hardship the Head Teacher will try to find ways of reducing the burden, in confidence, if approached.
- c. Children in receipt of pupil premium funding/qualifying for free school meals via benefits shall have all of their voluntary contributions for school trips waived automatically as well as being provided with a breakfast at Breakfast Club.
- d. Loss of and damage to School property - parents may be required to pay the cost of replacement, or repair, of school books, materials, and equipment which are lost, broken, damaged or defaced whilst on loan from the school
- e. Extra-curricular/out of hours clubs and activities will not attract a charge where the club is led by a member of staff. Such clubs and activities may attract a charge where external tutors/coaches are brought into school to lead these clubs and activities.
- f. Children attending the School's early morning Breakfast Club will be asked for a voluntary contribution
- g. Private telephone calls will be charged at a rate of 20p per minute
- h. Private photocopying will be charged at a rate of 20p per copy (black & white) and 40p per copy (colour)
- i. Lettings - The Governors would not charge a PTA or other parent group for lettings for school functions. Lettings may be charged to other groups in accordance with a School's Lettings Policy (to be established if lettings are proposed)
- j. VAT -- VAT for charges will be established, appropriately indicated and banked separately.