

**HORSLEY
WOODHOUSE
PRIMARY SCHOOL**

**CHARGING AND
REMISSIONS POLICY**

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The Governing Body recognises the valuable contribution that a wide range of additional activities including trips and residential experiences can make toward a pupil's personal and social education.

The Governing Body aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

1. Educational visits made mainly or wholly in school hours.

Charges	A request to parents is made in writing for a voluntary contribution towards the cost of the visit.
Note	A statement of the minimum cost per child is made. Parents are made aware that no compulsion to contribute all or any part of the cost is involved and that all children are treated the same regardless of parental response to voluntary contribution to cover the cost of the trip. If insufficient voluntary contributions are made then trips will be unable to take place.
Remissions	Refund for all or part of voluntary contribution of any recoverable costs due to inability to participate or cancellation.

2. Educational visits made mainly or wholly outside school hours.

Charges	Parents are, with their consent, required to meet the total cost of such a visit, which accurately reflects the cost to each participating pupil.
Remissions	Refund of any recoverable costs due to inability to participate or cancellation.

3. Breakages and damage to school buildings, furniture or property.

Charges	Parents are required to contribute towards any costs of repair to buildings, furniture, or property caused by wilful damage.
Remissions	None.

4. Lost books or equipment.

Charges	Parents are required to replace or meet the full replacement cost of items of school property lost by their children.
Remissions	None.

5. Documents available to parents from school

(as per Education's Reform Act 1988)

Charges Parents may be requested to pay for the cost of copies not exceeding the cost of production.

Remissions None.

6. Craft items and cookery

Charges Parents are requested to make a small contribution towards the cost of materials. This will enable the child to take the item home.

Remissions None.

7. Extra Curricular Activities

Extra curricular activities provided by outside agencies i.e. football, dance and instrumental lessons have to be paid in full by parents. These activities are voluntary but broaden the children's experiences at school.

The Governing body may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in the Policy Statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

SCHOOL CHARGES FOR PUPILS AND ARRANGEMENTS FOR PAYMENT

The following voluntary payments will be requested of parents of all pupils to cover the costs.

Materials for:	Cost	When	Notice given
Baking	£1 - £2.50	Ongoing	At admission
Consumables for Technology	50p - £2 approx (or model to be left in school)	Ongoing	At admission
Handicrafts	£1	Ongoing	At admission
Admission charge for:			
Swimming	No charge		At admission
Visiting theatre/music groups	£1 - £2	1 or 2 per annum	2 weeks notice minimum
Local Trips	£5 - £15	Approx three per annum	3 weeks minimum notice
Lost Equipment /books	Parents are expected to meet the cost of replacing lost items		

	of school property or replace .		
Residential Trip (Extra-curricular, not in	Up to £160	Annually	At admission

MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)

CHARGES 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

A charge may be made for all private photocopying:

- A4 black and white – 5p per side
- A3 black and white – 8p per side
- A4 colour – 20p per side
- A3 colour – 30p per side

Other consumables to be charged at the appropriate rate (these charges may fluctuate slightly to take into account price increases)

- Laminating – A4 – 25p each
- Laminating – A3 – 68p each

PRIVATE TELEPHONE CALLS

A charge for the use of school telephones for private calls may be made to all users:

- 10p for local calls
- 20p for national calls
- Overseas calls – approval to be sought from the Headteacher and an appropriate charge to be made

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.)

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