

# Charging & Remissions Policy

## Last reviewed June 2018

**Last reviewed:** March 2018, Mrs J Wood, School Business Manager

**Approved by the LGB Finance & Personnel Committee:** 16/7/18

**Minute Number:** TBA

**Next Review:** Summer 2019

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## Charging Policy

### 1. Introduction

This document is a statement of the aims, principles and strategies for Charging at St Nicholas Primary School. It is reviewed annually.

It is the policy of this school to financially support all educational activities provided, wherever possible. However, there may be circumstances when due to financial constraints parents may be asked to help with a contribution to costs, in full or part, in order for the activity to go ahead. In exceptional circumstances where parents/carers cannot contribute, individual representation can be made to the Headteacher who will make a decision based upon specific criteria. Activities may involve the following:

### 2. Curricular Activities

#### 2.1 Educational Visits

Voluntary contributions will be requested for the cost of Non-Residential Visits. No child may be excluded because of inability to pay, however the school is entitled to cancel the visit if the level of contributions does not meet its budgetary requirements. This must be made clear to parents.

Compulsory charges will be made for the board and lodging element of a Residential Visit. Voluntary contributions will be sought for the remainder of the cost.

Any insurance costs will be included in charges for all visits and activities.

#### 2.2 Technology Activities

No charge will be made for practical subjects such as Cookery, Art, Craft, Design or Technology, though in exceptional circumstances a voluntary contribution may be sought or the provision of ingredients.

#### 2.3 Music

All children study music as part of the normal school curriculum. There is no charge for this. There is currently a charge to parents for individual or group music tuition when external services are bought in. This charge is £40 per pupil per term.

#### 2.4 Swimming

As swimming lessons are a part of the National Curriculum, no charge will be made.

### 3. Extracurricular Activities

Parents may be asked to contribute the full cost of transport, entry fees etc. for activities taking place outside school time i.e. sporting activities, fun visits.

### 4. Other Activities

Admission charges may be made to school fayres, certain performances, school discos and other activities specifically organised to raise funds to support the activities mentioned above.

### 5. Breakfast Club

The Breakfast Club runs daily during term time from 8.00 am - 8:50 am. This is solely for the pupils of St Nicholas Primary School. There is a charge of £1.50 daily.

## 6. After School Club

The After School Club runs daily during term time between 3:00pm - 5:30 pm. This is solely for the pupils of St Nicholas Primary School. The current charges are £3.00 per hour or £7.50 for the full session. Places are booked on a daily/weekly basis. Parents/carers are provided with a Terms of Use document which they must sign and return a copy to the school before their child can attend the Club. As detailed in the Terms of Use document, payment is requested promptly, and any arrears greater than 2 weeks would result in pupil being withheld from attending until payment is made in full. Persistent lateness in collecting pupils will result in additional charges and possible exclusion from the ASC.

## 7. Community Use of School Premises

The school hall is available for hire on an hourly basis, for charges see Appendix 1

## 8. School property

It is the policy of this school to pass on to parents/carers costs for vandalism or wilful damage. This includes any other damage caused by pupils who are old enough and mature enough to be responsible for the consequences of their actions.

## 9. Other Charges to Staff

It is the policy of St Nicholas Primary School to charge staff for the following: Personal use of the telephone (calls outside of the 01482 area), or to a mobile number, charged as detailed on the itemised telephone bill. Personal use of the photocopier, charged at cost per copy. See Appendix 2

Staff must inform the office of personal use of the telephone and photocopier in order for the charge to be made. Staff meals will be charged for unless the member of staff is eating with the children and is helping to supervise / educate the children. The rate is determined by Hull Catering and is revised in April for the forthcoming year. Staff must book a meal with the office before 10am.

## 10. A Statement of Inclusion

Every pupil in this inclusive school has an entitlement to attend extended school clubs. These clubs ensure that children are safe and have opportunities to participate in a range of engaging activities which enhance their skills and knowledge linked to the curriculum. They will be encouraged to develop their social skills in a range of ways including: sharing a snack together, playing games in small groups, opportunities for discussions and listening to stories. Also, children will be able to have quiet, reflective time if they wish as well as being able to complete homework or prepare mentally and emotionally for their school day. Parents and carers will be able to make arrangements for before and after school care on a flexible basis and will have opportunities to speak with staff regarding their children's physical and mental wellbeing. All users of the school premises will receive a high-quality service from the key members of the school, including the care taker, head teacher etc. Their contracts will be honoured in accordance with the agreement.

**Appendix 1**

**Community Use**

TOTAL HOURLY RATES		Actual Charging Costs			
WEEKDAY	19.40		£20		
SATURDAY	19.40		£20		
SUNDAY	23.49		£25		

**Appendix 2**

**Photocopy charges**

Black and white copies charged at 5p per copy

Colour copies are charged at 10p per copy