



POLICY FOR CHARGING AND REMISSIONS

RATIONALE

This document sets out the Governing Body's policy and arrangements for charging and remissions at Crawley Ridge Infant School.

PRINCIPLES

- Activities that are part of the curriculum and take place on school premises will be free of charge.
- For special activities that are delivered in support of the curriculum (e.g. outings, materials used in the creation of products that are taken home) a contribution may be requested. Inability to make a voluntary contribution shall not necessarily preclude any child from taking part in an educational activity.
- Activities outside the curriculum will usually incur a charge, which will be raised by the provider of the activity.
- A charge may be levied for reports requested by independent bodies.
- The school may also make an appropriate and reasonable charge for items sold as part of the activity of the school, either to cover costs or for charity fund-raising, on a non-profit making basis.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

PROCEDURES

Educational Visits

If contributions do not cover the cost of the visit, the school reserves the right to cancel the outing. Charges made are cost recovery only and refunds will be at the Headteacher's discretion.

Visiting Speakers

Curriculum-related visits will be financed from school funds.

Unofficial School Fund

Parents may be given the opportunity to make a voluntary contribution to the school fund - a suggested amount is given as £5 per child per term. Receipts are issued.

Unofficial School fund accounts are annually audited and the report is submitted to the Governing Body.

Reports Requested by Independent Bodies

A charge may be levied on the basis of time taken to complete paperwork for independent bodies

Activities Outside School Hours

Lettings charges per hour

These should not be lower than SCC recommended legitimate charges.

Area	Per hour	Discount	
		PTA	Approved out of hours school clubs
Hall To include use of playground	£35	100%	50%
Room/ Library	£20	100%	50%

Lettings that take place outside caretaker hours may be subject to an energy surcharge and caretaker charges.

Please see the Lettings Policy for principles that apply to lettings.

The school reserves the right to claim reimbursement for CRB Checks and any associated administrative costs.

Breakages and Damage

Should a pupil cause any damage to property as a result of clear misconduct their parents will be requested to pay for such damage.

Remissions

The governors reserve the right to remit some or all of the charges for activities where voluntary contributions are requested. Each applicant for remission of charges will be considered carefully and in strictest confidence by the Headteacher.

Children will be treated alike regardless of whether their parents have made a voluntary contribution.

MONITORING EVALUATION AND REVIEW

The Finance committee will monitor, evaluate and review this policy on a two-year cycle.

LINKS TO OTHER POLICIES

Finance Policy

Lettings Policy

Single Equality Policy

Date of completion: Autumn 2013

Date of adoption: November 2013

Date of review: Autumn Term 2015