

AISKEW LEEMING BAR C OF E PRIMARY SCHOOL

CHARGING POLICY



GENERAL PRINCIPLE

There will be no charge made by the school in respect of basic books, materials, equipment or instruments loaned to students in connection with statutory religious education or the study of the National Curriculum.

VOLUNTARY CONTRIBUTIONS

- The School may request voluntary contributions from parents for activities in or out of the school day for which compulsory charges cannot be levied but which can only proceed if the level of voluntary funding is sufficient.
- In all circumstances where a voluntary contribution is requested, the letter of invitation will make that clear, together with any terms or conditions regarding deposits, frequency of payments and refunds.
- The School will ensure that no student is excluded from such activities by reason of inability or unwillingness to pay.
- The recommended level of individual voluntary contributions set for any activity will be such that the total sum collected will not exceed the total cost of the activity.
- Should the total amount of the voluntary contributions fail to cover the costs of an activity, the School reserves the right to cancel the activity and refund all voluntary payments made in full.
- If a child chooses to withdraw from a visit when a voluntary contribution has been made, and the School has used or committed the contribution for necessary payments in connection with the visit, the School will only refund that voluntary contribution if a replacement paying member of the group can be found. In such circumstances, the School will make every effort to find a suitable replacement. Where no costs are incurred through late withdrawal, then a refund will be made in full;
- If a child is obliged to withdraw from a group due to unforeseen circumstances beyond the control of the child or his/her parents, then School will make best efforts to give a full refund.

ACTIVITIES WHOLLY OR MAINLY OUTSIDE SCHOOL HOURS

The School may charge in part or in full for activities which take place wholly or mainly outside school hours which are not:

- part of the National Curriculum; or
- statutory religious education

In calculating the individual level of charge, the School may include any essential teacher and preparation costs agreed by the Head in the calculation. Where such costs are included in a charge, these will be made clear to parents and be itemised in the letter of invitation together with other identifiable costs, e.g. insurance.

In the case of such activities, there is no obligation on the School to include in the activity any student who does not meet the required charge in full.

DAMAGE TO OR LOSS OF SCHOOL PROPERTY

The School reserves the right to make full or part charge on parents for the costs of damage or loss of school property due to deliberate actions or neglect. The Head will determine the level of charge.

CHARGES FOR LETTINGS

Arrangements can be made to hire the school premises. The expectation is that a starting charge of £7 an hour will be charged but this is at the discretion of the Headteacher. Anything extra should be referred to the 'Guidance on Risk Management within Extended Services and the Community Use of School Buildings.'

SCALE OF CHARGES

A scale of charges for other items/services provided by school can be found in the appendix.

Scale of Charges 2013/2014

<u>Personal telephone calls</u>	
Local	5p per minute
National	10p per minute
Calls to mobiles	10p per minute
<u>Photocopying</u>	<u>Per copy</u>
Black A4	10p
Colour A4	15p
Black A3	20p
Colour A3	25p
<u>Postage Stamps</u>	
1 st Class Standard	<u>As per current Royal Mail pricing*</u>
2 nd Class Standard	<u>As per current Royal Mail pricing*</u>
Large Letter	<u>As per current Royal Mail pricing*</u>
<u>Equipment hire</u>	
Sports Equipment	£5.00 per day
Music Equipment	£5.00 per day
White boards	£5.00 per day
<u>School Premises</u>	
Hall*	£14.00 for up to 2 hours

* Form H1 must be completed by Society/ group hiring premises

* Any additional costs i.e. opening and closing of school by caretaker or other member of staff is to be met by the hiring group.

- i. Invoices will be issued to all hirers of premises.
- ii. All payments should be in cheque form (where reasonably possible).
- iii. Receipts will be issued for all income received.
- iv. All charges will be reviewed annually by the schools Governing Body.
- v. All groups hiring premises must have 5 million pounds Public Liability Insurance.
- vi. A completed H2 form (Information and Instructions to Organisers of Events held on Council Property) will be given to all Organisations hiring part or all of school premises.
- vii. All charges are made in accordance with NYCC Schools Finance procedures and regulations.
- viii. Any equipment lost or stolen must be replaced in full at the expense of the persons hiring the equipment.
- ix. Charges for equipment hire for charitable purposes are at the discretion of the Headteacher.