

Charges & Remissions Policy

Henry Bradley Nursery and Infant School

Date	Author/ Reviewer	Next Review Date
05/04/2008	Headteacher	
21/09/2016	Clare Burns/Cliff Hadley	
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Henry Bradley Nursery & Infant School Charging & Remissions Policy

REVIEW PROCEDURES

This statement will be reviewed on an annual basis by the Governing Body's Finance Committee and will be adjusted in line with any subsequent guidelines from the DCSF or LA (Local Authority)

AIMS

This statement sets out the School's attitude to charging, describes each type of activity which will be charged for and explains when charges will be made.

PRINCIPLES

All education provided within School hours will be free. This includes materials, equipment and transport provided in School hours by the LEA (Local Education Authority) or the School to carry pupils between School and its activity. 'School hours' are those when the School is actually in session and do not include the break in the middle of the day.

All parents will be informed about School hours in the School brochure.

All parents will receive a summary of School charges in the School profile.

The School may invite parents and others from time to time to make voluntary contributions towards any part of the School's work and to permit the provision of activities, which might not otherwise be possible.

Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four.

General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

No pupil will be left out of any activity provided in School time because his or her parent cannot or will not make a contribution of any kind if asked to contribute.

Parents will only be charged for activities that happen outside School hours when these activities are not a necessary part of the National Curriculum or Religious Education and when parents agree to pay.

No charges will be made which exceed the actual cost of the visit.

A charge may include an allowance for the cost of staff from the School to cover transport costs plus entrance fees at the venue.

When parents accompany pupils on an out of School activity, they may be invited to make a contribution towards the cost of transport and/or the activity.

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	£0.50 approx.	Ongoing	At admission
Handicrafts	£0.50-£1.00 approx.	Ongoing	At admission
Admission charge for:			
Visiting theatre/music groups	£2.00	1 or 2 per annum	2 weeks minimum
Local Trips	£5.00-£15.00	Approx. twice per annum	3 weeks minimum

MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)

Charges For Lettings

The Governing Body will follow directions from the LEA regarding the use of School premises. Charges and arrangements are set out in the LEA Lettings Policy.

Charges For Photocopying

Staff and others may use the School photocopier at a cost of 5p per A4 copy.

Private Telephone Calls

Staff and others using the School telephone may do so at the normal BT costs.

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).