

Brook Primary School Charging and Remissions Policy

Photocopying

Private Copying 5p per sheet black and white and 20p for colour.

Lost Reading books

Nominal charge of £5.00 to be paid on ParentPay

Educational visits in school time.

We would appreciate a voluntary contribution towards the cost of any visit, a visit will be cancelled if too few choose to pay this contribution. This is paid on ParentPay. Payments cannot be refunded if a child misses a trip or visitor and a financial loss would be incurred by the school.

In general, the amount the children pay needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers, etc.

The development of a range of activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:-

- The value of certain activities in relation to age/needs of pupil.
- The cost of the activities set against their educational value.
- How the activity will be paid for
- The appropriate process for raising funds.
- An assessment of whether the educational aims can be met in any other way.
- An understanding of the various types of activities involved – for example, educational visits, music tuition, and materials for practical work.
- Reference to additional or hidden costs – for example, lunch money and pocket money.
- An assessment of local facilities.

Remission of Board and Lodging Charges for Residential Educational Visits

To ensure that access to activities becomes a reality and that outcomes reflect intentions, Brook Primary School will implement the following Remission Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Board and lodging charges will be subsidised by the school using the criteria of pupils eligible for free school meals. Where sufficient funds cannot be found by the school the visit will not go ahead for all pupils.

Sale of Documents

Charges to cover costs of paper, photocopying, secretarial time will be made. A £2.00 administration fee per document is standard. Key policies can, however, be downloaded from our website for free.

Lettings

Governing Body annually agreed standard rates apply. These are compared to other LA schools. Standard rates can be discounted at the finance and premises committee's discretion and this may be used to assist worthwhile community/charitable causes.

Vandalism/Broken Windows

If we can identify the culprit, we will attempt to recover all costs of the damage from them.

Swimming

The costs of tuition and transport are currently funded by the school.

After school activity clubs for children

Prices for after school activity clubs will vary depending on the club and the resources needed.

Extra pre-school sessions

If your child does the 15 hours funded free childcare and you wish to pay for extra sessions, these are charged at £10 per session, this is paid via ParentPay.

Butterflies do ask for a voluntary contribution of £1 per week so we can provide end of term parties and fun days.

Receipts for payments

We are a cashless school and payments for school activities e.g. lunch, trips, visits etc are paid via ParentPay who provide a receipt to the payee.

Debts incurred with school (in any circumstances)

Wherever possible all costs will be collected in advance by the school to avoid debts and services will not be offered without prior payment. If the school is owed money by a parent/carer they will be informed of this and asked to re-pay in full immediately. If this is not possible instalments and the earliest possible dates of payment will be agreed (normally within 30 days of notification of the debt).

Contact for money owed maybe carried out by School Life, a telephone call (of which a written record is made giving the time and date) or by letter.

Refunds from school (in any circumstances)

All refunds are at the discretion of the school and a refund will not normally be made if a cost remains for the school. Sometimes a partial refund may be offered. Where a refund is agreed parents/carers must produce a receipt for the amount/s initially paid. All refunds must be reclaimed within 3 months of payment. No claims will be accepted after this period of time.

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