

INCOME, CHARGES & REMISSIONS POLICY

BUXTON INFANT SCHOOL

This policy was reviewed by the Finance Committee on 06th November 2018

It will be reviewed November 2019

Signed:

Date:

INCOME, CHARGES & REMISSIONS POLICY

Rationale

The purpose of this policy is:

- To set out what the school will not charge for, what it will make a charge for and where a voluntary contribution from parents/carers will be requested.
- To clarify how charges will be determined so that parents and carers understand why requests for payment are made.

Income

- All income due to the County Council is banked intact monthly. On no account are personal cheques cashed from official funds.

Charges

We do not charge for any activity in school related to the National Curriculum provided by our own staff.

Voluntary Contributions

When organising school visits or enrichment activities within school e.g. dance workshops, the school asks parents/carers to contribute towards the cost. All contributions are voluntary but if insufficient contributions are received we may have to cancel an activity. If the activity goes ahead it is likely to include children whose parents/carers have not paid any contribution we do not discriminate.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

The costs of the trip will include entrance for pupils and any accompanying non-school adults, travel and any additional insurance needed. The total cost is divided by the number of children in the group to produce an individual cost. Parents/Carers have a right to know how each trip is funded. The school provides this information on request, although the school will not release information about whether any individual child/parent/carer has made a voluntary contribution towards the cost of any trip or activity.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. If outside musical instrument tutors come into school to teach within school hours we have two approaches:

- Where a tutor is simply using the school premises to provide tuition, parents/carers who ask to have their child taught a musical instrument will negotiate with and pay the tutors direct – the school accepts no responsibility for arrangements made between parents/carers and tutors.

- If the school has engaged the tutor to provide tuition, the office will deal with the tutor and collect monies from parents/carers.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Other Charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Photocopying, for non-school use (private), is available on request, charges are available from the school office. Private phone calls, other than emergencies are not allowed in school, therefore there are no rates for this.

Freedom of Information requests - Single copies of information provided at photocopying rate per page unless stated otherwise in section 6 of the Freedom of Information Policy. If a request means that the school has to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos the school will let the requester know the cost before fulfilling his/her request. Where there is a charge this will be indicated by a £ sign in the description box.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

Current charges for hire of the hall or a large classroom room are as follows:

CHARGING	COMMUNITY	BUSINESS
WEEKDAYS (AFTER 6PM ONLY)	£30 + £6 PER HOUR AFTER 1 ST HOUR	£30 + £6 PER HOUR AFTER 1 ST HOUR
SATURDAY	£35 + £6 PER HOUR AFTER 1 ST HOUR	£35 + £6 PER HOUR AFTER 1 ST HOUR
SUNDAY	£35 + £6 PER HOUR AFTER 1 ST HOUR	£35 + £6 PER HOUR AFTER 1 ST HOUR

Please note that for long term lets we will consider offering a reduced fee on a case by case basis.

Remissions Policy

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Adopted by the governing board of Buxton Infant School on **06th November 2018**