

SPRINGFIELD JUNIOR SCHOOL

Charging and Remissions Policy

Springfield Junior School offers a broad and varied curriculum based on the requirement of the National Curriculum.

The following Charging and Remissions procedures will be adopted:

The basic learning materials will not be subject to charges, however, from time to time we endeavour to enhance and extend the curriculum by offering additional activities and experiences. These activities will sometimes require voluntary contributions from parents. We will always attempt to keep costs to a minimum and assist parents who require help with payments **(this includes families in receipt of benefits and others who may be undergoing a period of financial hardship).**

- 1. Educational visits out of school.** Parents are asked to make voluntary contribution of the full cost of admission and transport. Although by law, these contributions are voluntary, without them the visit may not be able to take place. Arrangements are made for payment in instalments if required. Such arrangements are discussed in the individual letter requesting a voluntary payment.
- 2. Visiting groups/individuals.** Parents are asked to contribute towards half the cost.
- 3. Christmas entertainment and parties.** School will request food donations but will bear all other costs.
- 4. Materials/ cooking ingredients.** School will bear the full cost.
- 5. Breakfast Club.** Children wishing to have a breakfast at school can do so at a cost of £1.00 per day
- 6. Lost or damaged school property.** Equipment or books which are deliberately damaged or lost through lack of care will be charged to parents. The charge will cover the repair or replacement costs. No charge will be made for equipment which is accidentally damaged, or stolen, though no fault of the borrower.
- 7. Phone calls.** To be charged at a minimum of 40p or as itemised bill if greater.
- 8. Personal photo-copying.** To be charged at 5p per A4 sheet.
- 9. Hire of the school hall:** the school hall is available for hire outside of curriculum hours at a cost of £13.50 per hour
- 10. Hire of the swimming pool:** the pool is available for hire during the day, evening and at weekends by qualified and fully insured instructors and also by school groups who employ the services of fully trained instructors. See separate policy and charges specifically for the pool.

Parents will be notified well in advance of the cost of the activity and the voluntary contribution they may wish to donate in order that the activity is viable

No child will be excluded from taking part in activity by virtue of an inability to pay if the activity forms part of the National Curriculum requirements or if it takes place during the school day. However, if insufficient voluntary contributions are received, it may be necessary to cancel the activity.

Remissions

The following procedure will be adopted with regard to request for outstanding payments:

1. Letter from Head (or on occasion the class teacher).
2. Invite parents in to school to discuss the problems and provide an opportunity to pay in instalments or make a contribution to the cost.
3. Contact the Education Social Worker.

Outstanding dinner money reminders will be issued by text message by the school clerk

This policy will be annually reviewed by the school governors.

Reviewed July 2013