



ASHBOURNE HILLTOP Primary & Nursery School

CHARGING AND REMISSION POLICY

INTRODUCTION

Ashbourne Hilltop School conforms to the LEA's charging policy, the WES Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

The Governing Body recognises the valuable contribution that a wide range of additional activities, including educational visits and after school clubs can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

However, due to limited funds in the delegated budget, the Governing Body reserves the right to make a charge in the following circumstances.

The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

EDUCATIONAL SCHOOL VISITS

Parental contributions are normally requested to help cover the cost of educational visits.

Normally the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents/guardians who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled. The school can, if necessary, cover a shortfall of up to 10% of the cost of the visit from either the school budget or the private school fund as appropriate. A shortfall above 10% would be referred to the Chair of Governors for approval. Pupils whose parents/guardians do not contribute cannot be discriminated against. No child is treated any differently or made to feel unequal with his/her peers if their parent/guardian cannot or do not contribute.

Signed parent permission should be obtained prior to a child participating in a trip.

REFUNDS OF EDUCATIONAL SCHOOL VISITS, INCLUDING RESIDENTIALS

Should a child be unable to attend an educational visit, including residential visits, that they have previously paid for, refunds may be given in exceptional circumstances at the discretion of the Headteacher. Refunds will not be given in the following circumstances:

- The child leaves the school after paying but before the visit takes place
- The child or parent changes their mind about attending a visit, after paying but before the visit take place.

BROKEN EQUIPMENT (REPLACEMENT)

If a pupil accidentally breaks any item of school equipment, then they are generally not requested to cover the cost of repair/replacement.

If a pupil maliciously damages or breaks any equipment, then at the discretion of the Governing Body the Head Teacher may be allowed to approach the child's parents/guardians and ask for a donation to cover the cost of repair/replacement

Any pupil who breaks or loses another pupil's personal item is encouraged to repair or replace the damaged item.

On admission to the Reception year, all pupils are provided, free of charge, with a bookbag. If this is lost or needs replacing, a replacement can be purchased from the school office.

If a pupil takes home and loses or damages a School reading book, then at the discretion of the Head teacher the child's parents/guardians may be requested for a donation to cover the cost of repair/replacement.

SWIMMING

Year 2 pupils have weekly swimming lessons, held at Ashbourne Leisure Centre. A charge of £2.00 per pupil, per week, is made to cover the cost of return transportation to school. Parents/guardians are required to pay the cost of any swimming certificate or badge gained by their children.

SCHOOL PHOTOGRAPHS

Copies of still photographs taken of Hilltop pupils at various activities and events throughout the year can be purchased directly from the school by parents/guardians. All profits raised from the sale of such photographs are put towards the agreed fundraising priorities.

PUPIL SNACKS

Nursery and infant pupils receive fruit each day which is provided free of charge through the Health Promoting Schools Scheme.

School milk is provided free of charge to children aged 3 and 4. Milk is charged at a subsidised rate of 12p per day for children aged 5 and above.

VISITING THEATRE GROUPS, ETC

Where a charge is made directly to the school, parents/guardians are requested to make a voluntary contribution towards the cost of the visiting group.

OFSTED REPORT

For anyone requesting a copy of the current OFSTED report a charge of £3.50 is payable to the school to cover the cost of photocopying and administration.

BIRTHDAYS

On a pupil's birthday, they may choose a present from the birthday box. Funding for purchase of birthday presents is met in full by the PTA.

REMISSIONS

In particular circumstances, e.g. family hardship, the Governing Body may remit in part or full to a parent/guardian the cost of a pupil participating in a chargeable activity. When arranging a chargeable activity, such parents/guardians will be invited in confidence for the remission of charges in full or in part. Authorisation for such charges will be made by the Head teacher in consultation with the Chair of Governors.

STAFF TELEPHONE CALLS AND PHOTOCOPYING

Staff are permitted to undertake small amounts of personal photocopying and telephone calls, with the prior permission of the School Business Officer or Headteacher.