



Castle View Primary School

Charges and Remissions Policy

Castle View Primary School,
School Road, Matlock.
Derbyshire.
DE4 3DS.
01629 582699.
info@castleview.derbyshire.sch.uk
Headteacher: Clare Peat
Chair of Governors: Sarah Bradnock

Castle View Primary School Charges and Remissions policy

Aims

The Governors of Castle View Primary School recognise that there are aspects of school life that require payment and that it is necessary to make a charge to parent/carers of the children at this school. This policy describes the circumstances in which the school is entitled to charge for activities; those in which parents are invited to provide funding voluntarily; and those whereby parents are entitled for any charges to be remitted. It should be read in conjunction with the *Derbyshire County Council's Charges and Remissions Policy*.

School Charges

1. Day visits within or mainly within school hours

No charges may be made. The school will notify parents of the cost of the activity and invite voluntary contributions. No child will be excluded from such visits because of parents' inability or unwillingness to pay. However, visits that cannot be financed in this way will not take place. (Mainly within school hours means that more than 50% of the visit takes place during school hours.)

2. Residential visits in school time

Parents will be required to meet the full cost of board and lodging for their child. Governors may be decide to use some of the delegated budget to support families and reduce costs.

3. Activities outside or mainly outside school hours and not part of the National Curriculum

Parents will be expected to meet the full cost, and participation in these activities will be voluntary (Mainly outside school hours means that more than 50% of the activity takes place out of school hours).

4. Music tuition

Parents will be asked to meet the full cost of individual or small group music tuition provided by outside tutors within or outside of school hours, as long as this tuition is not an essential part of the National Curriculum.

5. Ingredients/materials for practical activities such as cookery and craft

Parents may, on occasions, be asked to provide ingredients/materials where the finished product is to be kept by the pupil. However, no child will be disadvantaged because of parents' inability or unwillingness to pay for materials, and therefore, all children will be able to participate in these activities.

6. Visits to the school by theatre groups, etc

No charge will be made for pupils to participate in activities within school hours provided by visiting theatre groups, etc. The school may, on occasions, notify parents of the cost of such visits and invite voluntary contributions. However, no child will be excluded from taking part in these activities because of parents' inability or unwillingness to pay. All children will be able to participate fully in these activities.

7. Lost school equipment, books, etc

Parents will be expected to replace or purchase lost items of school property.

8. Breakages and damage to school buildings, furniture or property

The school will charge parents the cost of repairing any wilful damage to buildings or property.

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

Parents will be given a reasonable period of time (at least 3 weeks in advance) in which to pay for any activity, unless a charge is made due to loss of equipment or direct damage to school property, building or furniture. If this is the case immediate payment for repair or replacement will be expected.

Miscellaneous Charges

Lettings

The Governors of Castle View Primary School allow lettings of the school premises in accordance with the regulations laid down in the Derbyshire County Council Education Committee's booklet "School premises - Lettings". Lettings are administered by the School Clerk/Clerk to the Governors in accordance with these regulations and procedures.

When considering applications for Lettings of the School Premises the Governors will give preference to providing for the activities of Community groups. The Governors reserve the right to refuse any application for the use of the premises which they feel is not in accordance with the best interests of the school.

Charges are made in accordance with the Derbyshire County Council Education Committee's suggestions in "School Premises - Lettings" with a small profit margin for the school. Accounts will be forwarded to the hirer on a monthly basis. Payment within 28 days is required. The cost of any damage caused to the school building or the property of the school during a letting will be charged to the hirer of the premises i.e. the person who made the application for the letting.

All lettings are granted subject to the availability of a caretaker or key holder who agrees to open and lock the school at the appropriate times. **Appendix 1** Lettings flowchart gives guidance on whether a letting cost should be incurred.

Charge per letting: £25.00 per hour

Staff and others may **use the photocopier** for personal use at a cost of 5p per black and white copy and 10p per A4 colour copy.

Staff and others **using the school phone** may do so at the normal BT costs.

Collecting and Banking

All monies will be kept safe against loss or theft and will be paid promptly into the appropriate bank account in line with the ***Financial Regulations and Roles and Responsibilities document***.

This policy will be reviewed annually by the Governing Body and will be adjusted in line with any subsequent guidelines from the DfES or the LA.

Policy agreed by governors

Signed by the Chair of Governors:

Date:

Minute Number:

Appendix 1 Lettings flowchart

