

CHARGING POLICY

Aim

This policy aims to inform parents and staff about charges made by the school.

Charging enables the school to enhance the quality and frequency of the extended opportunities that are offered and charging makes these more sustainable.

Educational Activities

- All educational activities which take place within, or mainly within school hours are free. This includes activities which may start slightly before normal school hours, finish slightly later than school hours, or where travelling to or from the activity takes place outside school hours.
- For some activities, the school may invite parents to make a voluntary contribution towards the cost of their child's participation in an activity.
- No pupil will be excluded from an activity, or treated any differently, because of their parents' inability or willingness to make a voluntary contribution. If voluntary contributions are significantly less than what is required then the school may have to reappraise the feasibility of its programme of future visits.
- The school will not make a profit from the voluntary contributions it requests. The school will not subsidise other pupils from 'overcharging' on voluntary contributions, nor will it use this method to pay for adult costs (e.g. extra staff places, or supply staff to cover those involved in the activity). Parents may receive a refund if their child cannot take part in an activity due to illness.

Sports and after school activities

- After school sports and activities clubs are available to all Year 1 and Year 2 pupils during the school year. These activities usually take place after school from 3.15 to 4.15pm. The sessions are held in the playground, hall classrooms, cookery room and ICT suite. The activities are sometimes run by external providers and a charge is made for each session, usually paid directly to the organisers. At Stamshaw Infant School a Teacher or a Teaching Assistant and qualified First Aider is at each after school club.

Extended School Provision

- In order to respond to the needs of working parents, in September 2016 the school introduced before and after school provision. The school makes charges for the Wrap Around Provision in accordance with the Terms and Conditions stated in the contract agreement signed by the parents.

School telephone

- It is the expectation that personal calls will generally be made from mobile phones. Short, local calls may be made from the school telephone in the event of emergencies.
- Any person making a long distance personal call using the school telephone is required to log their usage and inform the School Business Manager. The cost of private calls may then be charged to the person making the call.
- Any instances of unknown calls being made which appear on the bill will be investigated.

School Photocopier

- Any person using the school photocopier for personal use is required to log their usage and inform the Business Manager who will charge at value to cover the cost of the usage.

Lettings of School Facilities

- Stamshaw Infant school operates a No Lettings Policy
- The school recognises the right of candidates in parliamentary and local elections to use school rooms for public meetings, providing the rooms are not being used for educational purposes.
- The school recognises the right of the Returning Officer of a parliamentary or local election to use school rooms at any time for an election. The school also recognises that it is entitled to receive a refund from the Returning Officer for any costs incurred.

Information made available under The Freedom of Information Act 2000

- The school reserves the right to charge for documents that are distributed under The Freedom of Information Act 2000.
- All charges will be calculated to cover the cost of the request only. The school will at all times keep such costs to a minimum.

Damage to School property

- Where there is deliberate or wilful damage to any item of school property, the school will notify parents of the actual cost of the repair or replacement. Parents will be asked by the school to make a contribution towards the cost.
- Any other hirer or user of any part of the school property will be expected to replace any damaged items at full cost.

Policy reviewed February 2017

Signed:

Date: