

ALFRED STREET JUNIOR SCHOOL

CHARGING POLICY

LETTINGS:

The Governors of Alfred Street School agree to adopt the scale of charges to hirers as advised by Northamptonshire County Council. They authorise the Headteacher to use his/her discretion in reducing those charges where appropriate with the understanding that any charges must cover the actual costs for heating, lighting and caretakers fees.

1. Lettings for current regular bookings will be charged at £20 per hour as of 1st April 2012.
2. Casual lettings will be charged at £30 per hour, with a minimum 2 hour let.
3. Future regular lettings will be charged at the discretion of the Headteacher, but at not less than £30 per hour.

Charges to Members of Staff

PRIVATE USE OF TELEPHONE:

Governors agree that members of staff will not be charged for use of the school telephone for local calls. Emergency national calls may, at the Heads discretion, be made without charge. For all other calls, staff will be expected to contribute to the cost at current rates.

PHOTOCOPYING:

Governors agree that members of staff will be able to make copies. Copies made for a third party will be charged at 10p per copy

Charges to Parents

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- (i) **SCHOOL OUTING IN SCHOOL HOURS**
The board and lodging element of any residential activities organised by the school.
- (ii) **ACTIVITIES OUTSIDE SCHOOL HOURS**
The cost to each pupil of activities deemed to be optional extras taking place outside school hours.

(iii) **INSTRUMENTAL MUSIC TUITION**

The cost to each pupil of individual instrumental tuition.

(iv) **MISBEHAVIOUR**

Parents will be charged for the cost of the repairing or replacing of damaged educational resources such as books, stationery, equipment etc. where this is the result of their children's bad or irresponsible behaviour.

(v) **CHARGING IN KIND**

The cost of materials, ingredients, equipment (or the provision of them by parents) for practical activities. This charge will be levied only when parents have indicated in advance that they wish to own the finished product.

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

REMISSIONS

Where the parents of a pupil are in receipt of Income Support or Income Based Job-Seekers Allowance, the Governing Body may remit, in part or in full, the cost of board and lodging for any residential activity that it organises for the pupil, if the activity is deemed to take place in school hours or where it forms part of the syllabus of the National Curriculum.

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remission will be made by the Head Teacher in consultation with the Chairman of Governors.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions from parents will be invited for certain activities (e.g. cookery ingredients, cost of outings).

The letters sent to parents will make it clear that there is no obligation to contribute and that children will not be prevented from taking part in the activity if their parents are unable, or unwilling to make a contribution.

Parents will be advised of the contribution per pupil which will be required if the activity is to take place. Parents will be invited to

return a form indicating if they wish to make a contribution. A decision will then be made as to whether there is a sufficient amount from the voluntary contributions for the activity to take place. If there is a shortfall, the Governing Body will decide whether this can be met from any funding available. If not, parents will be advised that the activity will not take place.

The Governing Body will review this policy annually.

John Kidney
November 2010

Reviewed Nov 2015