



Dronfield Infant School

CHARGING POLICY

Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Finance Committee and will be adjusted in line with any subsequent guidelines from the DfE or LA.

Aims

This statement describes each type of activity which will be charged for, and explains when charges will be made by the school.

Principles

All education provided within the school hours is free. This includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day or any after school activities.

All parents are informed about school hours in the school prospectus.

All parents receive a summary of school charges in the school prospectus.

The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible, e.g. school trips.

Charges may be made for teaching music either to an individual pupil or to pupils in groups. Voluntary contributions will be invited for group music tuition from outside companies, or the Local Authority Music Partnership, who may be engaged from time to time.

General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

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

SCHOOL CHARGES FOR PUPILS AND ARRANGEMENTS FOR PAYMENT

The following voluntary payments will be requested of parents of all pupils to cover the costs.

<u>Materials</u>	<u>Cost</u>	<u>When</u>	<u>Notice Given</u>
Baking	approx 50p	Ongoing	When applicable
<u>Admission Charges</u>			
<u>For:</u>			
Rugby	£5.00	per session	When applicable
Multisports	£3.00	per course	at admission
Local trips	£12.00 - £15.00	Max. twice Per annum	3 weeks minimum

MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)

Charges for lettings

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Letting Policy. Kids Club, Breakfast Club, Holiday Clubs, Mums N' Dads.

Charges for Photocopying

Staff and others may use the school photocopier via a request at the school office, at a cost of 5p per A4 copy.

Private telephone calls

Staff and others using the school telephone for personal calls may do so at the normal BT costs.

COLLECTING AND BANKING SUMS COLLECTED

The school will maintain records of all charges collected.

All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account (See Financial Regulations and Role and Responsibilities Document).