



## **WALLISDEAN JUNIOR SCHOOL** **CHARGING POLICY AND REMISSIONS POLICY (INCLUDING LETTINGS)**

### **AIM**

At Wallisdean Junior School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and use of our facilities.

### **PRINCIPLES**

- We make no charge for meeting the basic requirements of the National Curriculum during the core school day.
- It is our aim that no child should “miss out” on experiences and opportunities due to financial hardship.

### **KEY RESPONSIBILITIES**

#### **Resources Committee**

- will review and amend the charging policy on behalf of the governing body
- will review the charges for supplies and services and will monitor whether actual income is in line with anticipated income

#### **Executive Head Teacher**

- will be responsible for drafting proposals for charges
- will provide reports for the Resources Committee

#### **Administrative Officer**

- will provide effective financial administration enabling efficient budget management by the Executive Head Teacher or Head of School
- will manage the letting of school premises
- will maintain efficient and effective information systems

#### **Site Manager**

- will manage the school premises during lettings

### **EDUCATIONAL VISITS AND VISITORS**

Voluntary contributions will be requested from parents towards to costs of visits / visitors which support the curriculum. Suggested contributions will be provided to parents in advance of an activity.

The cost of visits will be kept to a minimum, with all events carefully costed and no profit will be made from the visits.

If a significant number of parents are unwilling to make a voluntary contribution the visit or activity may not take place.

Trips and activities are monitored by the Executive Head Teacher, Deputy Head Teacher and the Governing Body to ensure that they provide good value for money and remain relevant to the children’s education.

### **RESIDENTIAL VISITS**

There is an established residential visit during year 6. Parents wishing their child to take part are required to make the full payment. The school will operate a system by which payments can be spread over the period leading up to the visits. Deposits are non-returnable and full payment must be complete before the child goes on the visit.

In cases of financial hardship the school will support a child. A request for support should be made to the Executive Head Teacher and Head of School. The school has the option to pay for one third of the cost.

Where possible the school will seek support from Hampshire County Council or other charitable sources.

### **SCHOOL MEALS**

The school dinner service is operated by Aspens Catering, which is an independent company. Payments must be made in **advance** via the online payment system. There is no charge for children who are entitled to free school meals.

### **CLUBS**

The school charges for some after school activities. Likewise, third party providers also use the school site to run clubs and there is a charge for these clubs which is paid to the organisation running it.

### **SCHOOL PHOTOGRAPHS**

School photographs are taken by an independent company. There is no obligation whatsoever to purchase the photographs. Details regarding the cost of photos and how to purchase them are shared with parents at the time that the photographs are taken.

### **WATERBOTTLES**

The school sells water bottles to the children at 50 pence each. Families are restricted to the purchase of one water bottle per year.

### **PHOTOCOPYING**

Photocopying may be undertaken using the school photocopier. This should be arranged with the Senior Admin Officer prior to copying taking place.

The charges are as follows:

Mono copies - 1 pence each

Colour copies - 3 pence each

These charges will be reviewed annually by the Governing Body Resources committee.

### **DAMAGE TO PROPERTY OR BREAKAGES**

Where school property has been wilfully damaged by a student the school may charge those responsible for some, or all, of the cost of repair or replacement. Whether or not these charges will be made will be decided by the Executive Head Teacher and be dependent on the situation.

### **LETTINGS POLICY**

The school will hire out the main school hall. There is a fixed scale of charges which will be reviewed annually by the Governing Body Resourced committee.

All hirers must complete an application form, have their application to hire agreed by the Senior Admin Officer and abide by the school's "Conditions of Hire", Health and Safety regulations and safeguarding regulations.

All hirers must re-apply annually.

Invoices for hire will be issued half termly, in arrears. All hire charges must be paid within 28 days of the invoice being issued.

### **Details of Charges September 2018 to August 2019**

Hall	£12.50 per hour
Field	£10 per hour