



Lawn
Primary
School

Charging and Remissions Policy

Lawn Primary School, Norbury Close, Allestree, Derby DE22 2QR
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Approved by the Governing Board on: -----

Signed: -----

Date of Next Review: -----

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

1. Aims

This statement set out the school's attitude to charging, describes each type of activity which will be charged for and explains when charges will be made.

2. Principles

All education provided within school hours will be free of charge. This includes all materials and equipment provided in school hours by the LA or the school. School hours are those when the school is actually in session and do not include the break in the middle of the day.

All parents will be informed about school hours in the School Prospectus.

All parents will 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 in order to permit the provision of activities, which might not otherwise be possible.

Charges may be made for teaching music either to an individual pupil or to pupils in groups of up to four. Voluntary contributions will be invited for group music tuition from outside companies 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.

We will endeavour not to exclude any pupil from an activity provided in school time because his or her parents are unable or unwilling to make a contribution of any kind when asked to do so.

If sufficient funds to cover the cost of a trip or activity are not offered by parents then visits or activities may not take place.

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

No charges will be made which exceed the actual cost.

A charge may include an allowance for the costs of teachers or support staff, from the school, who supervise the activity

For Residential Trips parents will be required to meet the full cost of accommodation and transportation. However, consideration will be given to a child whose financial

circumstances prevent them from participating and we would endeavour to give financial assistance if appropriate.

When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and or the activity.

Parents will be asked to replace or pay for any lost or damaged items in school property if that loss or damage is the responsibility of their child.

The school will charge the cost of repairs for any willful damage to school property to the parents of the child causing the damage.

3. School Charges for Pupils and Arrangement for Payment

All charges will be equitable and fair and consistent across the school. They will be based on actual costs and not profit making.

These are examples of what the charges could be for:

Materials For	When	Notice Given
Baking / Tasting Food	Ongoing	Two weeks minimum
Consumables for Technology models	Ongoing	Two weeks minimum

Admission Charge	When	Notice Given
Visiting Theatre/Music Groups	Once or twice per annum	Two weeks minimum
Educational Trips	Approx twice per annum	Two weeks minimum
Residential Trips	Once Per Annum	Wherever possible two terms notice will be given

4. Miscellaneous Charges (other than those for pupils)

Charges for Photocopying (other than school use)

Staff and others may use the school photocopier at a cost of 5p per A4 copy

Private Telephone Calls

Staff and others using the school telephone may do so at the normal BT costs

5. Collecting and Banking Sums Collected

The school will maintain accurate 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.