

# Purbrook



**Infant School**

Charging Policy

## **Aim**

At Purbrook Infant 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.

## **Key Responsibilities**

### **Finance Committee:**

- will review and amend the charging policy on behalf of the Governing Body

### **Headteacher:**

- will be responsible for drafting proposals for charges
- will provide information requested by the Finance Committee

### **School Business Manager:**

- will provide effective financial administration enabling efficient budget management by the headteacher

### **Users:**

- will abide by the terms and conditions of the booking and hiring contract

## **Principles**

- we will ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- we will pass on the cost of extra non statutory provision when the school arranges these activities, ie. Music
- lessons taught by peripatetic teacher
- no more than £1,000 cash will be kept on the premises

## **Charges**

### **1. Offsite extra-curricular activities**

A voluntary contribution not exceeding the actual cost (to the nearest 10p) may be requested

### **2. Onsite activities – curriculum enriching activities**

A voluntary contribution may be requested on occasions when enhanced curricular activities are planned which involve buying in specialists.

### **3. After School Clubs**

A small charge may be made, which would be appropriate to the costs incurred for materials/ resources required for some After School Club activities run by the school.

### **4. Letting of premises**

The charges are reviewed annually. A deposit may be charged for out of hours hiring to cover caretaker costs in the event of callout. Hirers that provide after school opportunities for the children of the school will be charged £10 per session. This fee may be waived where the school benefits from activities from the provider. Hiring charge will be £20 per hour to other hirers. The conditions of hiring and booking are laid down in the contract.

## **5. PAT Testing Recharges**

The Site Manager can be hired out to other schools for PAT testing. A daily recharge will be made to cover his time, administration costs and towards equipment.

## **6. Charges for personal use of services**

Details of charges for photocopier and telephone facilities are available at the school office.

## **7. Charges for damages**

Parents will be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. Parents will be asked for reimbursement towards lost library books at £5.00 for paperbacks and £7.50 for hard back books.

## **8. Charges for Administration**

Charges for administration may be made for the reproduction of documentation. Please refer to the Freedom of Information Policy for further details.

## **Income and Debt Recovery Procedures**

### **1. Beehive After School Club**

Parents of children starting in September are asked for a non-refundable deposit of £25 for Breakfast Club and £50 for after school club. This amount is then credited against their first invoice. Parents are invoiced half termly, in advance. Payment may be made half termly online or by cash or cheque and should be made in advance. Debt recovery is initiated by letter and telephone where a session has been attended and no payment received.

### **2. Hire of Premises**

Invoices to be raised half-termly and debt recovery initiated 30 days after invoice date.

### **3. Collection of other monies (eg trips)**

Income will be recorded on class lists as monies are given to the teacher. Money will be counted and recorded at the School Office indicating whether payment was received by cash, cheque or through Teachers 2 Parents online.

### **4. School Uniform**

This is now provided by an external company and we are only selling off surplus stock. Office staff collect payments and record total amount in "Uniform Book" and indicate whether the payment was made by cash or cheque. Sale of uniform will be receipted if the amount exceeds £15 and is paid in cash.