



Heelands School Charging and Remissions Policy

This policy covers two main areas: activities held on school premises and those involving school visits to outside locations.

1. ACTIVITIES HELD AT SCHOOL

ACTIVITIES HELD DURING SCHOOL DAY

This charging policy as dictated by the LA will be adopted. However, a variation will be activities that require a 'contribution' from the child. In the case of specific activities related to cooking or technology a letter will be issued to parents prior to commencing the activity indicating the 'contribution' required. Where it is not possible for a contribution to be made, the article may be taken home at the teacher's discretion. Alternatively, any available school funds may be used for this purpose. Any application for a full or partial remission of charges will be considered by the Headteacher in consultation with the Chair of Governors.

The school requests that a parent pays for any malicious damage caused to school property by their child.

The school will require that a parent pay for any lost or damaged library books. The teacher responsible for the library will agree an appropriate cost based upon age and condition of the lost or damaged book. If the book belongs to the LA library service, the replacement cost will be obtained from the library service.

ACTIVITIES HELD AFTER SCHOOL DAY

These activities generally fall into the category of organisations such as Brownies. The LA sets the charging of these youths activities. For other organisations, the recommended charging rate from the LA will be used. The Headteacher/Governing Board reserves the right to waiver or reduce a charge if the activity directly benefits the school in fund raising such as school fairs etc. The Headteacher/Governing Board also reserves the right to waive a charge for activities directly associated with the enhancement of the children's education such as a seminar on Special Education Needs.



The charging rate as dictated by the LA is a recommended minimum hourly rate plus 10% for insurance. The school can increase the minimum charge to meet the individual circumstances of a letting. The rate must include any cleaning/caretaking costs. The Headteacher will contact the LA to ascertain the latest recommended hourly charge rate.

2. ACTIVITIES HELD OUTSIDE SCHOOL PREMISES

ACTIVITIES INVOLVING SCHOOL VISITS

The charging policy as dictated by the LA will be adopted. For a school visit to go ahead, all pupils must fund the total cost of the visit. The Governing Board will review any potential shortfall in funding and may provide the difference if the school budget plan will allow. Prior to a potential school visit a letter will be issued to parents to ascertain the likely response. Payment on a weekly basis instead of a lump sum will be made available if needed. Pupils in receipt of Pupil Premium will be exempt from the cost of school visits.

If it is not possible to totally fund the visit with Governing board funds and parental contributions, the visit will be cancelled.

Where visits have been arranged which complement the work being undertaken in class, it must be noted that pupils have an entitlement to participate. In such cases the Governing Board may need to review its original budgetary plan for that academic year.

ACTIVITIES INVOLVING OVERNIGHT STAYS

It is not envisaged that school visits will involve an overnight stay.

Reviewed by Finance and Personnel Committee: 23.2.2018

Signed _____ Date _____