



Charging Information

October 2023

| Detail | Description | Charge |
|-----------------------------------|---|--|
| Telephone calls – Personal use | Staff may use the school phone for any local call with an 01482 code. | No Charge No permission needed. |
| | Out of area calls and mobiles. | Staff should use their own mobiles or if the call is urgent seek permission giving number dialled. They will be charged accordingly when the school is billed. |
| | Use of school Mobile held by Caretaker for school use. | No Charge. School use only. |
| Photocopying | Staff charged for personal use. Staff should seek permission and pay the Business Manager for personal copies. | <u>Black and White</u> 5p for one A4 side 10p for one A3 side <u>Colour</u> 15p for one A4 side 30p for one A3 side |
| Taxis | Staff who are unable to access public transport for attendance to courses will be allowed to use a taxi. This will be assessed by head. | Confirmation by head before booking. Receipt passed to Business Manager. |
| Car allowance | Please see Head/Business Manager for travel claim. | Confirmation by head before booking. Travel claim submitted to Business Manager. |
| Train fares | Please see Head/Business Manager for travel claim. | Confirmation by head before booking. Receipt passed to Business Manager |
| Book Bags | Available from the school office. | £3.50 |
| Sweatshirts | All Sweatshirts are available from the school office. | £7.50 |
| Fleeces | All fleeces are available from the school office. | £7.50 |
| Polo Shirts | All T-Shirts are available from the school office. | £3.50 |
| Sandshoes | Sandshoes are available from the school office. | £3.50 |
| Nitty Gritty Combs | Combs to treat head lice are available from the school office. | £2.00 |
| School Trips | We ask for voluntary contributions from parents for some School Trips depending on the activity. | Voluntary contributions from parents. |
| Residential Trips | We ask for contributions from parents to help towards the cost of Residential Trips to help cover the costs of board, lodgings and travel expenses. | Contributions towards the cost from parents. |
| Foundation Additional Hours | The Foundation Unit offers a limited number of full day places and additional hours. The total cost of any lunchtime sessions or additional hours must be paid in advance and in full each half term. Parents must pay in advance in the school office and are provided with a receipt. | Lunch time session £1.50 Additional Hours £3.00 |

| Detail | Description | Charge |
|-------------------|---|---|
| Music Tuition | Personal music tuition is offered in Year 4 to Year 6 in Brass and Percussion. | No Charge to parents. |
| Swimming Lessons | All children will take swimming lessons in KS2. | No Charge to parents |
| Examination Entry | National Curriculum Exams Pupils wanting to sit a music exam will be asked for no more than 50% contribution towards the cost of the exam. | No Charge to parents Contribution towards cost from parents. |
| Breakages | We reserve the right to ask parents to pay for the cost of replacing items such as any damage as a result of unsatisfactory pupil behaviour. | Head Decision |
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Policy Reviewed and revised: October 2023
Review Date: October 2024