



# Charging Policy

**November 2011**

<b>Detail</b>	<b>Description</b>	<b>Charge</b>
Telephone calls	Staff may use the school phone for any call that can be prefixed with 79 as these calls are free.	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 Head and 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> 2p for one A4 side 4p for one A3 side <u>Colour</u> 5p for one A4 side 10p for one A3 side <u>Additional costs</u> are 1p for each staple
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.	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	Every Child receives a free book bag. Available from the school office.	Replacement book bags are charged at £2.50.
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.	£2.00 or £2.25 depending on size.
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
<b>Detail</b>	<b>Description</b>	<b>Charge</b>
Music Tuition	Personal music tuition is offered in year 4 in Brass and Wind.	No Charge to parents.
Swimming	All children will take swimming lessons in KS2.	No Charge to parents

Lessons		
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

Policy reviewed and revised November 2011  
 Adopted by Governors: 23<sup>rd</sup> November 2011  
 Review Date: November 2012