

PRIESTLEY PRIMARY SCHOOL
CHARGES POLICY
Reviewed Autumn 2020



School Activities/Visits

- Policy statement to be included in the school brochure.
- Voluntary contributions may be requested to cover the cost of school activities.
- Charges requested by the school will only be sufficient to cover the cost of the trip.
- The principles of Best Value will always be employed when planning activities or trips.
- No child can be excluded from curriculum based activities/day visits that will lead to work being undertaken in the classroom afterwards because the parent may be unable to pay/refuse to contribute.
- There may be an opportunity for those parents receiving Income Support or Family Credit to receive financial assistance for visits. The school to make this clear if this is the case when visits are planned.
- The school reserves the right to cancel any activities/visits where income is insufficient to cover the cost.
- Parents are responsible for activating their ParentPay account and making the termly contributions towards each Class Curriculum trip, visit or visitor as agreed to and signed for in the Home School Agreement.
- Admin Team are responsible for monitoring termly contributions via ParentPay and follow up accordingly.

Damage

- The headteacher may charge parents for wilful damage to school property by a pupil or pupils or any damage that the school has been billed for whilst out on an educational visit.

Telephone/Photocopier Charges

- Staff are required to pay for telephone calls unrelated to school business.
- Any long distance call must be agreed by the Admin Officer and charged retrospectively when billed.
- Any personal photocopying must be agreed by the Headteacher and charged at the copy rate of 5p per sheet and paid to the office.

All monies received as income for the above must be recorded and subject to normal financial procedures and audit.

To be reviewed Autumn 2023