



## Policy For Charging

At Wallisdean Infant School we aim to make appropriate charges that enable and encourage the development of a wide range of enriching activities and uses of our school facilities

### Principles

- We make no charge for meeting the basic requirements of the National Curriculum during the core day.
- We support the policy of the Local Authority in seeking voluntary contributions from parents as the normal method of supporting the schools contribution to the funding of activities/school visits wholly or partly in school time which otherwise would be prohibited by cost. Individual children will not be excluded from any activity where the parents decline to make a voluntary contribution and this must be made clear in the letter sent to parents. A voluntary contribution not exceeding the actual will be requested.
- If voluntary contributions are few and the costs can be met by funds allocated within the school the activities may go ahead, but if the extra costs cannot be met the activity will be cancelled
- Support is available towards part or all of the cost of the activity where there are financial difficulties. The Executive Head Teacher will consider any application on an individual basis.
- ParentMail enables parents to make partial payments for those who wish to spread the cost throughout the year.
- Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their child(ren), eg a school library book £5.00, a school reading book £3.00, Star of the Week Badge £5.00 replacement cost.
- We support the development of all community group use of the school facilities through a flexible charging approach and aim to develop an increased use of the school building and the whole site by encouraging local extended services and aim to offset utilities costs
- All applications to use the school facilities will be considered, hire charges will be in accordance with Hampshire's suggested letting charges and agreed arrangements for caretaking cover where necessary.
- We offer the minimum cost for facilities for non-profit making community activities.

### KEY RESPONSIBILITIES

#### The Executive Head Teacher

- Will be responsible for drafting proposal for charges and will provide reports for the Resources Committee.

#### Resources Committee Responsibilities

- To consider Policy Working Group's review and recommendations for any amendments to the Charging Policy annually and recommended to the Full Governing Body for ratification.
- Review half yearly charges for supplies, services and the allocated budget for school trips and to consider whether charges are in line with anticipated income.

#### Administrative / Finance Officer

- Will provide effective financial administration enabling efficient budget management by the Executive Head Teacher
- Will manage the letting of the school premises and maintain efficient and effective information
- Annual charges for letting of the premises will be set on the basis of Hampshire County Council Rates and condition of hire will be laid down in the contract.

#### Private Extra Curricular Activities

- Children may be charged for participation in private after school extra curricular activities.
- Separate arrangements and charging rates may be entered into based on circumstances and variations to the key responsibilities

#### Site Team

Our Site Team will manage the school premises during out of hour's lettings.