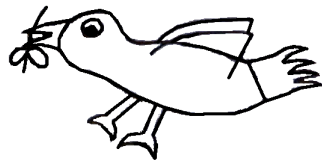


Mengham Infant School

Charging/Remissions Policy



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Mengham Infant School
where a happy child is a learning child

Approved by Gobs: May 2006
Review: Annually
Reviewed: 04.05.16

MENGHAM INFANT SCHOOL

CHARGING/REMISSIONS POLICY

1. **Educational Visits** and visits by theatre groups/artists etc.

Parents will be asked to make a voluntary contribution to the costs of educational visits. If voluntary contributions received do not adequately cover costs, a trip may be cancelled. The Headteacher may apply to the Senior Administration Manager/Bursar, Finance Committee or Friends Committee to subsidise the trip if the visit is deemed to be extremely valuable to the children.

Pupil Premium Funding may be used to subsidise trips for children on free school meals or children in care.

Families with twins will be charged only half the cost for the second child.

Families with triplets will be charged for two children only.

Families may apply for a bursary on production of evidence of financial need. These bursaries will be met from charitable donations to the school.

Reimbursements will only be made if a trip is cancelled or if the place is taken up by another child.

2. **Music Lessons**

Charges for instrumental lessons provided by the teachers from the music service will be based on the charges made by Hampshire Music Service.

Families may apply for a bursary on production of evidence of financial need. These bursaries will be met from charitable donations to the school.

3. **Lettings**

The Out of School Club (OSCA) is regarded as a service to our parents and therefore no rent is charged during term time. However, realistic costs for energy and cleaning will be charged during school holidays at a rate of £5.00 per session (a session being am or pm). A weekly amount of £14.46 plus VAT will be charged for refuse during school holidays.

Childsplay Nursery will be charged £14.46 plus VAT a week for the whole year for the use of our refuse/recycling bins.

Hayling Community Pre-School will be charged £4.50 plus VAT a week during term-time only.

Lets to the Friends Association or Charitable Organisations for fund raising and children's activities will be free of charge unless costs to the school are significant in which case the let will be charged at cost. The same will apply to specific community groups, ie school clubs.

Lets to private groups, private individuals, members of staff and governors will be considered by the Senior Management Team on an individual basis. All costs must be covered including the attendance of the Site Manager or other designated member of staff. A reasonable profit may also be included.

VAT will be charged at the current rate where applicable.

4. Photocopying

Photocopying will be charged at 2p plus VAT for black and white copies and 5p plus VAT for colour copies to community groups, and 5p plus VAT for black and white copies and 10p plus VAT for colour copies for private use.

5. Damage, Theft or Loss of School Property

The school will seek to recover any financial loss incurred as a result of damage, theft or loss of school property caused by individual pupils.