



# Charging Policy

The school does not charge for the general education it provides or for the after school activities it runs. We also aim not to charge for educational visits that we take the children on. However, occasionally it is necessary to make a small charge to cover part of the costs incurred for some visits. We try to keep these at an absolute minimum.

There are some exceptions to this such as residential trips run where we do need to charge more to cover board & lodgings for the children. In these cases the school subsidises these costs.

The school does, however, make some charges for services provided to parents / carers over and above those expected to be provided by the school, or where an item of school property has been lost or damaged.

## CHARGES & PROCEDURES

**Passports:** A charge of ten pounds is made for signing each passport application. The application can only be signed by the headteacher. Three days notice will need to be given. Money should be paid to the school office who will give a receipt.

**Home Office Letters:** A charge of five pounds is made for writing a Home Office letter regardless of the number of children in the family. This letter needs to be signed by the headteacher so three days notice will need to be given. Money should be paid to the school office who will give a receipt.

**Children's records:** The Data Protection Act allows that parents can see their children's records. The charges for this are set out in this Act. Up to 20 sheets £1, 21-30 sheets £2, 31-40 sheets £3 etc. The cost of postage will be added to this as the copies will be sent by registered post.

**Photocopies:** A charge of 10p per A4 sheet is made for photocopying school policy documents requested by parents. All policies are available to view on the school website. Money should be paid to the school office who will give a receipt.

A record of these fees will be kept in the school office. The money received will be paid into the School Fund account.

### **Lost / Damaged Library books:**

A charge of four pounds is made for a lost or damaged reading book. This should be paid to the school office in an envelope with the child's name and class, and if possible the name of the book. A receipt will be given.

A record of these fees will be kept by the school library. The money received will be paid into the library fund.

Any changes to this policy will be made by the headteacher in consultation with the Finance Committee, and ratified by the full Governing Body.