

AMOTHERBY COMMUNITY PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

SCHOOL TRIPS

On most school trips which involve an admission charge and/or the hire of a coach, a charge is levied to parents. This is calculated by totalling all the costs for the visit and dividing by the number of children going.

Parents are advised of the cost of the visit and informed that payments are voluntary and that no child will be excluded by failure to pay. However, they are also informed that should a large number of parents choose not to pay then the visit may be in jeopardy. The precise point when a trip is no longer financially viable is left to the discretion of the Headteacher. A visit will be cancelled with great reluctance and therefore every avenue is explored before this action is taken.

RESIDENTIAL TRIPS

The full cost of a residential trip must be born by the parents. The only exception to this is when the visit is to a NYCC residential centre. On such occasions those parents who qualify for *Income Support / Income-Based Jobseeker's Allowance / Child Tax Credit with an income of less than £13 910 and not receiving Working Tax Credit / Support under part VI of the Immigration and Asylum Act 1999 / Guarantee of State Pension Credit* for the cost of accommodation. The only costs they must pay are for transport, admissions, insurance etc.

If a parent does not qualify for a subsidy on account of either of the above, financial assistance may still be available via the *Amotherby Educational Trust Fund*, providing the family lives within the Ancient Parish of Appleton-le-Street (Amotherby, Appleton Le Street with Eastthorpe, Hildenley, Swinton & Broughton villages). If a parent resides within the Amotherby parish then they may apply to the secretary of the fund for themselves and their application will be considered at the next Trustee meeting.

Residential visits are considered a vitally important part of a child's education and so **every effort** is made to accommodate the different circumstances of families so that the children are able to attend residential visits.

SWIMMING

The full cost of swimming lessons are paid for by school. The charges levied include the cost of swimming pool hire and the use of swimming pool instructors and attendants. The charge is fixed at the start of each school year after notification has been received

regarding swimming pool. Parents and Carers are asked to pay for the cost of the coach (please see arrangements above).

PHOTOCOPIER

The photocopier is available for private use by staff, parents and the community at large. Reminders that the facility is available are occasional given in newsletters. The cost of using the copier is **5p per copy**, including white paper.

TELEPHONE

The school telephone is available for private calls by staff. A proforma should be filled each time a call is made, recording the date, exchange, telephone number, amount paid and the signature of the person making the call.

When a telephone bill is received the school secretary totals the amounts owing and informs the staff concerned.

PAYMENT FOR EXTRA CURRICULAR ACTIVITIES

In a state primary school children have an entitlement to free education and a broad and balanced curriculum and every attempt is made to avoid incurring additional costs. Should a situation arise however when additional costs are incurred (apart from the cost of a school visit), the school will endeavour to absorb these by using its school fund. Examples of items which fall into this category are cooking ingredients, technology, visiting theatre company, musicians etc.

SCHOOL MEALS

The price of a school meal is fixed by school and is subject to regular review. Parents are expected to pay for their children's school meals on a half-termly or weekly basis.

In an emergency, a child requiring a cooked meal who doesn't usually stay, will be expected to pay for the meal the following day.

Parents who owe money for meals consumed by their children will be sent a reminder giving details of the date when the meal was served and the cost incurred.

Parents who are on *Income Support* (or other qualifying allowances- see form FM\B1 for details) qualify for **free school meals**. Notification is normally received from the Scarborough Area Education Office when a child's free meals are to commence and when his entitlement to free meals expires. We are strongly advised not to give children free meals whilst an application is being processed. Forms for making such an application are available from the school office.

PHOTOGRAPHS

The school photographer visits school twice a year: in the Autumn Term to take photographs of individual and family groups. In the Summer Term photographs are taken of Classes and teams.

Parents are under no obligation to purchase photographs. However, should a purchase be made, money is returned to school in a sealed envelope provided by the photographer. School receives a commission of 25% of the takings.

LETTINGS

The school hall and classrooms are available for hire. Should any individual or organisation wish to use a room, outside school hours, then an initial approach should be made to the Headteacher. The rates charged for lettings are those stated in the N.Y.C.C. document: *LEA Directed use*.

RECEIPTS

Receipts will be given when appropriate or requested.

This policy will be updated annually.

CURRENT CHARGES (September 2014)

Fruit & Veg Scheme (Y3,4,5 & 6 only)	£0.10 a day
School meals	£2.10 (per meal)
Photocopier	£0.05 (per copy)
Telephone	£0.10 (local calls)
Letting charges	As per LEA recommended rates