

Roe Farm Primary



Charging, Remissions and Lettings Policy

Approved by: Full Governing Body

Date: October 2024

Next review due by: October 2025

Date of amendment	By Whom	Summary of Changes	Date amendment/s shared with governors

CHARGING, REMISSIONS AND LETTINGS POLICY

1. Parents are to be asked for voluntary contributions towards day visits taking place during school hours in accordance with the Education Reform Act 1988. Registered pupils at the school will not be treated differently according to whether or not their parents have made any contributions in response to the request. The proportion of costs not raised from voluntary contributions will be met from school funds. (Refunds will be made if possible, where children are unable to attend day visits)
2. For residential visits deemed to take place outside school hours and not within the National Curriculum, these will be defined as an "optional extra". A charge will be made to cover costs of individual participating pupils.
3. For cooking/craft activities where the finished product will be taken home, parents may be asked to pay a contribution for the ingredients/materials. However, no child will be disadvantaged because of parents' inability to pay.
4. The school reserves the right to expect parents to make a reasonable contribution towards the replacement of lost items of school property.
5. Private use of the photocopier will be charged at 10p per page. This also includes requests made by parents/carers for policies.
6. Charges for private telephone calls will be made at 10p for 2 minutes or part thereof.
7. The LA guidelines currently in operation will be used to calculate charges for lettings. Roe Farm Finance and Premises Committee will review the Letting Price Schedule in the Spring term; should any increases be necessary due to energy costs etc., these will be agreed and notified to the external agencies for the start of the Autumn term in September.
8. All parental contributions and payments will be made online via the ParentPay system. Letting payments are to be paid via the Sales Invoice sent via DCC.
9. Lettings – currently the school has no lettings.