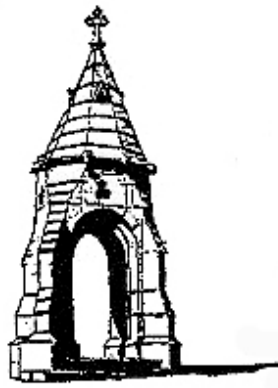


Telephone 01246 413145
Facsimile 01246 291226

e-mail
headteacher@dronfield-jun.derbyshire.sch.uk

www.dronfield-jun.derbyshire.sch.uk



Headteacher
Mr M.J.Finch

Dronfield Junior School
School Lane
Dronfield
Derbyshire
S18 1RY

CHARGING POLICY

Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Finance Committee and will be adjusted in line with any subsequent guidelines from the DfE or LA.

Aims

This statement sets out the school's attitude to charging, describes each type of activity which will be charged for, and explains when charges will be made.

Principles

Education provided within the school hours will be free. This includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day. The exception to this is Residential School Journeys, where parents are expected to contribute. On the letters to parents for these trips, the headteacher will advise any parents who may be suffering from financial difficulty to consult with the school and assistance may be given to support the funding of the trip on a case by case basis.

All parents will be informed about school hours in the school prospectus.

All parents will receive a summary of school charges in the school prospectus.

The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.

Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.



General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.

No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.

Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.

Principles (Contd.)

A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract/formal letter to provide the optional extra.

SCHOOL CHARGES FOR PUPILS AND ARRANGEMENTS FOR PAYMENT

The following voluntary payments will be requested of parents of all pupils to cover the costs.

<u>Materials</u>	<u>Cost</u>	<u>When</u>	<u>Notice Given</u>
Baking	approx £1	Ongoing	When applicable

Admission Charges

For:

Football	£2.00	per session	At admission
Tennis	£5.00	per course	At Admission
Table Tennis	£3.00	per session	At Admission
Street Dance/ Disco	£2.00	per session	At Admission
Basket Ball	£3.00	per session	At admission
Visiting theatre/ music groups	£1.00 - £2.00	1 or 2 per annum	2 weeks minimum
Fencing	£5.00 (Max)	per session, dependent upon numbers.	



Local trips	Upto £12.00	Min. twice	3 weeks
		Per annum	minimum

MISCELLANEOUS CHARGES (OTHER THAN THOSE FOR PUPILS)

Charges for lettings

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Letting Policy.

Charges for Photocopying

Staff and others may use the school photocopier at a cost of 5p per A4 copy.

Private telephone calls

Staff and others using the school telephone may do so at the normal BT costs.

COLLECTING AND BANKING SUMS COLLECTED

The school will maintain records of all charges collected.

All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account (See Financial Regulations and Role and Responsibilities Document).

June 2012



