

**Believe  
You  
Can**

the **OLIVE** Tree  
Primary School

**Charging and  
Remissions Policy**



The **OliveTree**  
Primary School

## Document Control

<b>This document has been approved for operation at The Olive Tree Primary School</b>	
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## **Purpose**

The Olive Tree Primary School is required to have a Charging and Remission policy for activities that take place in and out of school hours.

The Olive Tree Primary School operates the following policy:

- a) It is proposed that where activities take place during school session time, parents will be invited to make voluntary contributions towards the total cost. Such activities would include swimming lessons, class outings, day visits and any group of visits. A pupil will not be excluded from partaking in the activity because the parents cannot or will not contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.
- b) For any activity that takes place outside school session time (e.g. theatre visit), charges will be levied as appropriate.
- c) Charges for craft and cooking materials may be levied where parents have indicated they wish to own the finished article.
- d) Voluntary contributions may be sought to cover miscellaneous expenses e.g. Eid celebration parties.

The Board of Trustees recognise the valuable contribution the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Board of Trustees aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Charges**

The Board of Trustees reserve the right to make a charge in the following circumstances for activities organised by the school:

### **Extra-Curricular and School Clubs**

Clubs and activities provided by third parties will be chargeable.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance, HR, and Buildings Committee and form part of a separate lettings policy.

## **Other Charges**

The Principal, Finance, HR & Buildings committee or Board of Trustees may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

## **Remissions**

In order to remove financial barriers from disadvantaged pupils, the trustees have agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

## **Friends of The Olive Tree Primary School**

The Parent Teacher Association (PTA) raises funds through the provision of community events and school activities for children. All such activity usually generates a profit which is dedicated to providing additional resources for school.

## **Charging for Breakages, Damage or Loss**

The Olive Tree Primary School recognises that an isolated incident of accidental damage can occur however, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to iPads, books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage.

Parents will be charged for willful damage as a result of negligence by their children, to school property. In the event of iPads and books being lost or damaged, parents/carers will be asked to replace or refund the total cost of damage to each iPad or book as follows:

<b>Item</b>	<b>Charge</b>
Replacement reading books	£5.00
iPad Digitizer Repair (Glass Only)	£60.00
iPad Digitizer and touch panel	£100.00
iPad case & screen protector	£15.00