

**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 Olive Tree Primary School is committed to making the best use of its facilities. When not required by the school, the premises may be let to external organisations.

The intended purpose of any potential letting is to primarily benefit the school community; however, the school understands that extending the use of the premises to the wider community allows the school to generate additional income and provide an advantage to the clubs and groups who make use of the school facilities.

The school aspires to positively contribute to increased participation in sport and physical activity in the local community.

The school 'Lettings Policy' clearly sets out the rules and procedures the school expects hirers to follow when using the facilities, including charges.

## Other Charges

The Freedom of Information Act (FOIA) gives a right of public access to information held by public authorities. It is a legal right for any person(s) to ask for access to information held by the Trust and its schools. The school Freedom of Information (FOI) & Publication Policy outlines whether the information is available free of charge or on payment.

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
<b>Disbursement costs</b>	Photocopying/printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Prescribed Costs</b>	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour

## 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. This will be reviewed on a case by case basis, and evidence based.

## 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	£18.00
Genuine Apple Adapter & Charging Cable	£20.00