



Charging and Remissions Policy

Issue 4 – March 2018

Wyndham Primary Academy
Wyndham Street
Alvaston
Derby
DE24 0EP

Telephone: Derby (01332) 571153



Contents

1.0	Introduction	3
2.0	Lost or Damaged Books	3
3.0	Damages or Breakages	3
4.0	Personal use of the Photocopier	3
5.0	Personal use of the Telephone	3
6.0	Lettings	3

Changes to policy:

- Issue number and date
- Change in hourly rate for hiring the hall



Introduction

At Wyndham Primary Academy, activities during normal school hours which form part of the curriculum will incur no charge, e.g. baking, sewing, art work, design & technology etc.

However, for certain types of educational activities, e.g. school activities with a cost incurred, parents may be asked to make a 'voluntary contribution'. Parents who are unable to make the contribution are asked to contact the Principal. In such circumstances, no child will be excluded from the activity. If the voluntary contributions received are insufficient to meet the cost of the activity, it may have to be cancelled and all monies returned.

Lost or Damaged Books

While the staff and governors are aware that accidents do happen, we ask parents to pay for the replacement of lost or damaged books at a rate of £1.00 per book.

Damages or Breakages

Wilful damage to school property and/or equipment will be charged to parents by the school.

Personal use of the Photocopier

There will be a charge of 5p per copy for personal or private use of the photocopier for staff and 10p per copy for public use. In such cases permission should always be sought from the Principle. Details of the photocopying should be entered in the log held in the main school office and payment made to a member of the school administration team.

Personal use of the Telephone

All personal calls should be logged in the appropriate telephone book and payment made to a member of the school administration team. There will be a charge of 10p for a 3 minute local phone call. Calls to mobile phones must be logged in the appropriate telephone book, and the rate appearing on the quarterly telephone bill for that call will be charged.

Lettings

Rooms let to the governing body for the purposes of governors' meetings and/or committee meetings incur no charge.

Rooms let to PTFA for the purposes of meetings and/or social or fund-raising events incur no charge.



Nbv,mn gbPrivate lettings will be charged as follows:

Multi Use Games Area:

- £20.00 per hour
- £5.00 per hour for floodlights.
- £5.00 per hour for changing facilities.

Halls:

- £15.00 per hour within the school day.
- £20.00 per hour outside the school day