

## Christ Church C.E.Primary School

### **Charging and Remissions Policy**

We aim to be a school where each individual is supported through an atmosphere of welcome, reassurance, care and service.

We help our pupils to develop lively, enquiring, imaginative and creative minds with the ability to question and discuss rationally and to apply themselves to tasks where they are helped to achieve their full learning potential.

{Extract from the **Aims** of our school  
- School Prospectus}

#### **Materials in school**

We do not charge pupils or parents for materials used in pottery, cooking, sewing, etc., and the children are allowed to take these items home.

#### **Lost and damaged materials**

If a child deliberately damages items in school then we believe that they should be encouraged to contribute to repairing or replacing these items. Parents have usually taken the idea of a contribution from their child's pocket money or their sweet money. We have found from experience that such damage usually takes the form of using equipment in a silly or dangerous manner and can involve school property, their own property or the property of other children. Such incidents are usually rare, however the mislaying of books loaned from the school is more common.

There are times when pupils mislay or lose their books from school. If this happens we do need our parents to contribute to or replace the Special Interest Book, Reading Book, or Lending Library Book which is either lost or damaged beyond repair. It is part of our school's policy that all children are encouraged to care for their whole school environment and that they all bear a responsibility for their own, each others and the schools property.

We hope, expect and need parents to support us with this approach in order to support the child's development and understanding of shared responsibility.

If a child has forgotten a Reading Book, Special Interest Book or Lending Library Book for over a week we have developed the following procedure:

- a) A member of staff, usually the Classteacher will speak to the child's parent about the forgotten book
- b) The first reminder letter is sent home with the child reminding the child and the parent of the title of the book.
- c) A second Reminder letter is sent home approximately two weeks after the book has not been brought into school.
- e) If there is still no response, we presume that the book is lost or damaged and therefore we request that the book is either replaced or a contribution is made towards the cost of replacing the book.

- Payment may be made in instalments. {e.g. 50p per week}
- If the book is damaged beyond repair or lost then we may ask for the full price of replacing the book.
- If the book is slightly damaged, but can be used again, we may ask for a contribution.
- A book may be purchased directly by the parents and then school will provide the name of the publisher and the ISBN number for easy ordering.
- Sometimes books are just simply misplaced for a while and therefore if the book is found at home or at school then we simply refund the contribution.

### **Educational Visits**

In an ideal world we would be able to take our children on Visits without charging. However, neither our School Base Budget nor the School Fund can finance all visitors into school and Visits out of school.

To help parents to plan for the timing of their child's annual Educational Visit we send parents a curriculum leaflet containing that term's Educational Visits.

We also take and seek opportunities for other experiences for our children, e.g. Puppet Shows, Theatre presentations and sports training, all of which are subsidised by the school.

- We would never exclude a child on the grounds of non-payment.
- We offer payment by instalment.  
We send a Consent Letter to parents before each Visit.
- We also send an information letter to parents before each Visit.

- The Consent Letter includes a request for a contribution.
- The charge per child does not exceed the actual cost of providing the Visit.
- The cost of the Visit may include: entrance fees, coach hire, and insurance.

### Lettings

We do not currently have any lettings Governors would discuss a reasonable rate of hire in order to reflect support for the community. (Community Cohesion)

### Equal Opportunities

Every pupil at Christ Church CE Primary School will have equal opportunity to the school Charging and Remissions policy regardless of race, colour, creed, ethnic origin, age, ability, sex or disability.

Note:- We would like to state that we could not go ahead with our programme of Educational Visits without the excellent support of our parents.

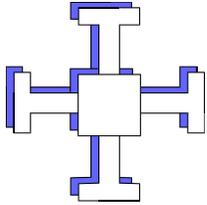
"Educational Visits greatly enhance the development of the curriculum and each year group class will have at least one Visit planned for each school year. To enable the Educational Visits to go ahead you will be asked to contribute towards the cost. If you have **any** concerns about payment **do not hesitate** to contact the School Office where a saving plan can be arranged." {Quote from our School Prospectus.}

Staff Agreement

November 2015

Governors Agreement

Review



**Christ Church C.E. Primary School**

**Telephone: 01922 710080**

Date .....

Dear Parent/Guardian of .....

I am sorry to inform you that your child has not returned the following  
Library / Reading / Special Interest Book,

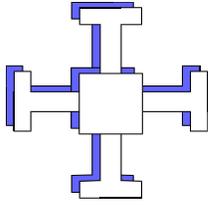
.....

The book has been missing since ..... and we will have sent  
you two or three "Elephant" reminder letters.

If you cannot find the book please see the class teacher, Miss Wort or Mrs Carlisle so we can  
discuss its replacement.

This is part of our arrangements under our Charges and Remissions Policy in the  
School Prospectus.

**Thank you.**



**Christ Church C.E. Primary School**

**Telephone: 710080**

**Date** .....

..... has forgotten to bring his/her  
Library/Reading/Special Interest Book.

Title: ..... into school, since

Could you return it to school as soon as possible.

Thank you

“Elephant” reminder letter No. 1/No. 2/No.3