

TWESELDOWN INFANT SCHOOL

Charging and Remissions Policy

1. Introduction

Tweseldown Infant School will strive to meet the cost of any activity that takes place in school and any that is considered to be part of the National Curriculum. However, this may not always be viable due to budget constraints. In order to provide pupils with a rich curriculum it may become necessary to on occasions charge to cover the costs of such activities. There are other activities and circumstances where the school reserves the right to make a charge to cover the cost of the activity and these are considered below.

Where it is considered necessary to charge for an activity, if insufficient contributions are made by parents then the school reserves the right to cancel the activity.

Where making a contribution to an activity causes financial hardship for a family, the Head Teacher has the authority to waive the contribution.

2. Activities

Educational visits

Where it is not possible for the school to subsidise the visit in full, details are to be given in advance with the amount of parental contribution required in order for the visit to take place. Parents are informed of the total amount of educational visits for that academic year to enable them to budget effectively over the course of the year.

3. Library and School books

Where books are borrowed and they are not returned at the end of each term, the school charges the borrower or the parent or carer of the borrower the cost of replacing the book in question. When other books become ruined at home parents will be asked to provide a replacement or pay for this item. Second hand replacements will also be suitable.

4. Computer Equipment

It is the school's policy to reserve the right to charge for damage to items for example: IPADS and Kindles.

5. Repeated damage to school property

It is accepted that there will be accidental and occasional damage to school property. If it is noticed that a pupil causes damage beyond the expected wear and tear, the following procedure will be followed:

- The Head Teacher makes sure that there is written, witnessed evidence of the incidents.
- The Head Teacher discusses the problem with the pupil and their parent/carer.
- The Head Teacher writes to the parent/carer detailing the discussions and points arising from it. The letter explains that continued damage to school property will result in the charge being made for the cost of repair,
- If the pupil continues to damage school property, the Head Teacher discusses the matter with the Chair of Governors and obtains details of the cost of replacement from an independent party.
- The Governors decide if a claim should be made against the parent/guardian.

6. School Equipment for Home Use

The School reserves the right to charge for the lost or damage of school equipment taken off the school premises by staff or pupils.

Any specialist equipment e.g. laptops, numicon etc must be signed out and back in on its return.

7. Staff Equipment

The school reserves the right to charge staff for the loss of equipment provided to them from school e.g. memory sticks and key fobs. Staff sign equipment in and out and are responsible for the safe return of this. Staff sign a hire contract when borrowing any ICT equipment from school. The School reserves the right to charge for the lost or damage of school equipment taken off the school premises by staff.

Date of Review: January 2023 by the Headteacher annually and any changes brought to the FGB

Date Ratified by Governors: January 2023

Signed by Chair of Governors:



Signed by Head Teacher :

Next review date: Spring 2024

Member of staff responsible : Headteacher

Governing Body or Governor(s) / Finance and Governing Body

Committee(s) responsible:

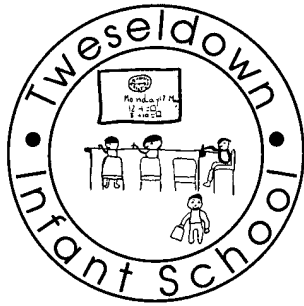
The plan is also available in the following formats, on request to the Head Teacher:

e-mail; enlarged print version

Linked Policies -

Behaviour Policy

Acceptable ICT Use Policy



TWESELDOWN INFANT SCHOOL

Tweseldown Road
Church Crookham
Fleet Hampshire
GU52 8BW

Headteacher: Mrs Kim Tottem

Dear Parents and Guardians

Welcome to the Tweseldown Infant School Library

As the parent or carer of a new entrant to our school one of the very first things that we want to do is ensure that you and your child continue to nurture good shared reading habits. He or she may already have been given a reading book from one of our many schemes **but the reading experience does not end there.**

Here at Tweseldown your child immediately becomes a member of the borrowing library. Owing to the generosity of several of our parents who reliably volunteer their own time, the library is open from 8.40 until 9.00 every morning. Although we only issue **ONE** book at a time to each child this daily opening allows for the frequent changing of books.

When returning books please put them in the 'box' by the library computer, marked "Returned Library Books," **not** onto the shelves. Thank you.

At Tweseldown we hope to foster a life-long love of books. Enjoy!

Yours sincerely

Library Co-Ordinator

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School Library

Child's Name _____ Class _____

I agree that I will be responsible for the library books in my child's possession and that should damage or loss occur, I will reimburse the library with a book of equivalent quality and value.

Signed _____ (Parent/Carer) Date _____