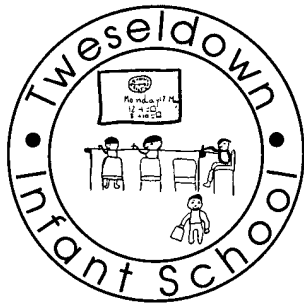




TWESELDOWN INFANT SCHOOL

Charging and Remissions Policy

1. Introduction

On occasions it may become necessary to charge to cover the costs of activities.

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

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 destroyed parents will be asked to provide a replacement or pay for this item at a cost of £5 per book. 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.

5. Damage to school property

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

- The Head Teacher ensures that there is written, witnessed evidence of the incident.
- The teacher discusses the problem with the pupil and their parent/carers.
- The school writes to the parent/carers detailing the discussions and points arising from it. The letter explains that continued damage to school property is not acceptable and will result in the charge being made for the cost of repair or replacement

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. laptops, 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.

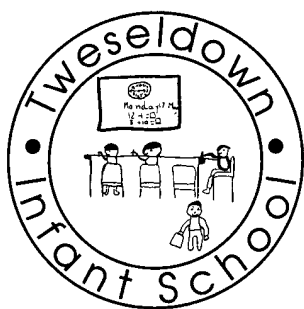
Date of Review:	Spring 2026 by the Headteacher annually and any changes brought to the FGB
Date Ratified by Governors:	Spring 2026
Signed by Chair of Governors:	
Signed by Head Teacher :	Kim Tottem
Next review date:	Spring 2027
Member of staff responsible :	Headteacher
Governing Body or Governor(s) /	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

Jubilee Drive
Church Crookham
Fleet Hampshire
GU52 8DW

Telephone: 01252 628843

Headteacher: Mrs Kim Tottem

Dear Parents/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 one book at a time.

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 book 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 _____