



# Charging and Remissions Policy

## Issue 3 – December 2014

The Spencer Academies Trust retains **Full** responsibility for the Data Protection Policy. It is the LGB's responsibility to ensure that the policy is implemented and monitored in accordance with statutory and legislative arrangements.

The Spencer Academies Trust may, on an annual, basis undertake audits to confirm that appropriate arrangements are maintained by the Academy.

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Changes to policy:

- Issue number and date
- Change in hourly rate for hiring MUGA and 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**

Willful 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.



Private 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:

- £10.00 per hour within the school day.
- £20.00 per hour outside the school day