



Dallimore Primary & Nursery School

Charges and Remissions Policy

CHARGES FOR SCHOOL ACTIVITIES

Following the Education Reform Act 1983 the Governors of the school have determined the following policy with regard to charges for school activities.

The education provided by the school for its pupils should be free if it takes place wholly or mainly during school hours. Exceptions to charging are:

- 1) Where materials are used in class and parents have given prior indication that they wish to retain the finished product. A charge may then be made for the materials.
- 2) Residential visits. Here charges may include the actual cost of board and lodgings and the actual cost of travel. The school may reserve the right to add the cost of teachers cover to the charge.
- 3) Individual and small group instrumental tuition where parents will be charged actual cost.
- 4) The full cost to each pupil of all activities deemed to be optional extras taking place outside school hours.
- 5) For school journeys within school time parents are (asked if they wish their child to attend, and if so a payment will be required to cover the cost). All journeys arranged by the school can be regarded as voluntary activities which, whilst having an educational value are not an essential part of the curriculum.

Parents may also be invited to provide their child voluntarily with particular items in order to release resources from the school budget for other purposes.

However, no child will be knowingly placed at a disadvantage because of a parent's inability to pay. When arranging a chargeable activity, the Headteacher can make the judgement to waive part or all of the fee due if parents apply in confidence for the remission of the charges. Authorisation of remission will be made by the Head.

CHARGABLE LETTINGS

The Pod @ Dallimore

Agreement and practical arrangements

Booking and Costings

- Bookings will be made directly with the school office on 0115 9320741
- Bookings made directly with the school will be confirmed by email when a completed booking form is received
- Costs for the suite are as follows:

	DCC Courses		Non DCC Courses	
	½ day	full	½ day	full
Training and teaching room	£80	£125	£105	£155
Training Room	£50	£70	£55	£80
Classroom	£80	£125	N/A	N/A
Twilight	£50			

- Half day: 8.30am to 12.30am OR 12.30 pm to 3.45pm Times may be flexible depending upon other bookings
- Full day: 8.30am to 4.00pm
- Twilight 3.45 pm – 6.15pm
- Cancellation fees will apply as follows:
 - Cancellation up to 6 weeks prior to the booking - no charge
 - Cancellation after 6 weeks – full charge due.
- Payment- An invoice will be raised our terms are 28 days net.

Practical arrangements

- Refreshments are included in the daily charges. Lunch may be arranged with prior notice (additional costs to be confirmed upon enquiry).
- There is ample car parking on site and all trainers and delegates should enter via the main reception. Please note that the school gates will be closed between 8.45am - 9.15am and between 3.15pm – 3.45pm
- School will be responsible for ensuring trainers are informed about any policies and procedures to ensure the safety and wellbeing of delegates, trainers, pupils and adults on the premises. This includes fire safety, safeguarding arrangements, security, car parking etc. All trainers will then responsible for ensuring delegates are aware of fire-exits and facilities etc.

Policy agreed: June 18

Review date: June 19