

**ESSEX PRIMARY SCHOOL**

# **Charging Policy**

Written March 2015  
Due for review March 2018  
Updated 16 November 2016

## CHARGING POLICY

This policy sets out the procedures and fees regarding the various payments received from parents or children in respect of services provided to them over and above those normally expected to be provided by the school or where an item of school property has been lost or damaged i.e. a reading book.

### CHARGES AND PROCEDURES

**Passports:** A charge of twenty pounds is made for signing each passport application. The application can only be signed by the Head Teacher. One week's notice must be given. The money is paid to office staff who will give a receipt.

**Home Office Letters:** A charge of ten pounds is made for writing a Home Office letter (see appendix 1) regardless of the number of children in the family. The fee is paid to office staff who will give a receipt.

**Specialist Letters:** A charge of fifty pounds is made for writing any specialist letters, e.g. letter to solicitor. The fee is paid to office staff who will give a receipt.

**DBS Applications:** A charge of ten pounds is made for the administration processing of applying for a DBS certificate using the online Protocol Education service. The fee is paid to office staff who will give a receipt.

**Lost school book:** A charge of five pounds is made for a lost reading book. The money is either received in the classroom then brought to the office by class TAs or teachers *or* the parent brings the money to the office. The money is put into an envelope with the child's name and class and the name of the book where possible and a receipt is given.

**Photocopies** A charge of 10 pence per A4 sheet is made for photocopying school policy documents requested by parents. (All policies are available for download on the

school website.) The fee is paid to office staff who give a receipt.

#### Children's records

The Data Protection Act allows that parents can see their childrens' records. \*

Charges are per the following price list as stated in the Data Protection Act:

1 to 20 sheets	£ 1.00
21 to 30 sheets	£ 2.00
31 to 40 sheets	£ 3.00
41 to 50 sheets	£ 4.00
51 to 60 sheets	£ 5.00
Etc.	

**Up to 500 sheets can be given out at a time at a total cost of £50.00**

The cost of postage has to be included as the copies will be sent by registered post.

\* If a third party asks for records, parental consent has to be provided in a letter. ID will have to be provided by the third party to prove they are the person stated in the letter given by the parents. ID should be in the form of one of the following:

- Birth Certificate
- Passport
- Driving Licence

*and one of the following: Utility bill or Council Tax bill*

LA contact re. Data Protection:

Ian Gibbs

020 3373 2645

A record of all the above fees paid is kept on a log in the Admin Charges folder in the office. A record of all Home Office letters issued is also kept in this

folder. The money received is kept in locked tins in the safe before being paid into the Income and Facilities account.

Library books:                      A charge of five pounds is made for a lost library book or book that has been returned in such a damaged state that it cannot be used. The money is paid to the Librarian and a receipt is given. A note is made on the child's library record and the librarian keeps a separate log of payments. The money is kept in a locked tin in the safe and used to buy books and sundry items (e.g. stamps) for the library. The receipts are kept in the locked tin.

Only the Head Teacher in consultation with the Finance Committee will make decisions on the Charging Policy.

These decisions must be ratified by the full Governing Body.

*Date*

To whom it may concern:

Re.[*child's name*] [*date of birth*]

This is to confirm that [*child's name*] was admitted to our school on the [*date of admission*] and left us on [*date of leaving*].

He had a full time place in our school and was registered from, [*child's home address*]

Yours faithfully

Mrs R. Cowan  
Head Teacher