

Neasden Primary School



Charging Policy

Name: N Loten
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CHARGING POLICY

Introduction

Each Governing Body must have in place a charging policy. The Finance Committee at Neasden Primary have decided on the following arrangements for charging staff and payments to staff and outside agencies.

CHARGING AND REMISSIONS POLICY

No	Activity	Requirements	Decision
1.	Telephone calls	Staff may only use the school phone for emergency calls.	No permission needed.
		Out of KC area calls and mobiles.	Staff should use their own mobiles or if the call is urgent seek permission from the head giving number dialled and they will be charged accordingly when invoice is received.
2.	Photocopying	For anytime other than school work staff will be charged at the current rate for both colour and non-colour.	<p>See Head or Admin Staff for charges before carrying out work. Charges are</p> <p>Black & White 5p + VAT for A4 each side 10p +VAT for A3 each side</p> <p>Colour 10p + VAT for A4 each side 20p +VAT for A3 each side</p> <p>Additional costs are 1p for each staple</p>
3.	Taxis	Staff who are unable to access public transport to courses will be allowed to use a taxi. This will be assessed by head.	Confirmation by head before booking. Receipt must be obtain and given to Head/Admin. Payment will be made on receipt of this.
4.	Petrol	Staff who are unable to access public transport and have the use of a car will be allowed to use their own vehicle. This will be assessed by head.	Confirmation by head before booking. Receipt must be obtain and given to Head/Admin. Payment will be made on receipt of this.

5.	After school activities	Breakfast Club - children will be charged daily, unless the child is free meals then there will be no charge. After School Club- Parents will be charged per session.	Booking form. Payment made daily to Breakfast Club Supervisor. Payments made to After School Club Supervisor. Both the above clubs will keep records and are to be receipted via the school money payment website
6.	Train fares	Staff who are unable to access public transport and have the use of a car will be allowed to use their own vehicle. This will be assessed by head.	Confirmation by head before booking. Receipt must be obtain and given to Head/Admin. Payment will be made on receipt of this.
7.	Community Use/Private letting	Private lettings	Costs agreed with Head and School business manager, invoiced and payments received via cheque
8.	Music Tuition	Music Tuition cost is met by the school.	No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil
9.	Exam Fees	As a primary school we do not incur Exam fees	
10.	Wilful damage, neglect or loss of school property.	If persons cause damage to any school property.	A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair.

All of the above are subject to VAT at the current rate of 20.0 %

If any of the above involves a member of the Administration Staff carrying out the work there will also be an Administration Charge added to the cost.