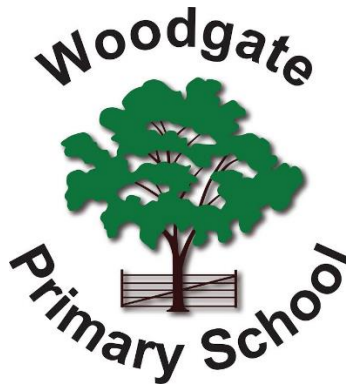




Woodgate Primary School **Charging & Remissions Policy**

RATIONALE

The Governing Body recognises the valuable contribution that the wide range of additional activities, including visits, clubs and residential experiences can make towards pupils' social, moral, spiritual and cultural development.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and which acknowledges the cost of such activities on the school's budget.

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities for which the school will apply a charge are shown below:

School Meals

Meals will be provided to Pupils wishing to take up this provision at no more than the recommended retail price advised by our provider. This will be reviewed by the Governing Body and communicated in the Spring Term annually. There will be no charge for Pupils who are entitled to free school meals or infant free school meals

Before and After School Clubs

The School may charge parents for these out of school hours activities.

Residential Activities

If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents / carers will be asked to make a voluntary contribution towards travel expenses, entrance fees etc.

Parents / carers will be notified in advance of any residential activities and their estimated costs, and parent / carer consent obtained for all pupils participating in the residential activity for which the charge is being made.

Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by this charge.

Individual Instrumental Tuition

We reserve the right to charge for individual tuition in the playing of a musical instrument whether in or out of school hours, although all music lessons are currently free to all pupils.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities or to the School Fund. Pupils will not be treated differently according to whether their parents have made a contribution

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission

VOLUNTARY CONTRIBUTIONS

Parents may be invited to make voluntary contributions to extend the value of school funds. School visits, visitors and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- Non-residential school visits
- Enrichment activities e.g. external drama group
- Visitors to the school

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution however, the planned activity may not go ahead if sufficient contributions are not received.

The opportunity to pay in instalments will be offered to parents who wish to pay in this way for all visits and activities

GENERAL

The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parents / carers when it is as a result of a pupil's behaviour or negligence.

Parents / carers should advise their child(ren) not to bring valuable items into school. We take no responsibility for any lost or damaged items.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time.

Parents may be advised that the continuance of an activity (or visit) may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Community / Lettings Charges

These are covered comprehensively in our Lettings Policy

Is the visit designed to fulfil a statutory requirement (e.g. any requirements of the national curriculum, religious education, or the syllabus of a prescribed public examination)?

NO

YES

Is the visit residential?

NO

YES

Is 50% or more of the visit (including any travelling) during school hours?
School hours do not include the normal midday break.

Is the number of half-day school sessions missed 50% or more of the number of half-days taken up by the visit including travel?

NO

YES

NO

YES

The visit is deemed to be out of school time

The visit is deemed to be in school time

The full cost of the visit may be charged. Any remission of charges is at the discretion of the school/governors.

No charges may be made for either activities or transport. The actual cost of board and lodging of a residential visit may be charged, but must be remitted in full for families in receipt of specified benefits.

Voluntary contributions may be requested from parents in any of the above circumstances, but no pupil may be treated differently according to whether or how much their parents have contributed.