

# **WOODLANDS PRIMARY SCHOOL**



## **CHARGING AND REMISSIONS POLICY**

**Updated: April 2017  
Review Date: Feb 2018**

# WOODLANDS PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### Introduction

The Governing Body of Woodlands Primary School believes that learning outside the classroom makes an invaluable benefit to the education of young people. All pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

### 1. Aims of the Policy

- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- To emphasise that there is no statutory requirement to charge for any form of education of related activity but the school can exercise discretion;
- To charge for optional activities provided wholly or mainly out of school hours;
- To confirm the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organized by the school whether during or outside school hours.

### 2. Implementation

In accordance with the above, the school's policy is to charge for the following activities:

#### Music Tuition

No charge can be made for class music tuition or group music activities within school hours. However, where individual tuition in the playing of any musical instrument is available to pupils other than those above a charge may be made, including any associated materials, books, instruments, or equipment, where a parent wishes their child to own them. This may be for small groups of up to 4 children. In such cases parental agreement must be sought before a pupil is given tuition. Charges are agreed with parents in advance and payment made directly to the tutor of CWAC music.

#### Board and Lodging

Where a school activity involves pupils in at least one night away from home the Governing Body is permitted to charge for board and lodging whether or not the activity takes place in schools hours or outside school hours. The charge has to be the 'actual cost' and must not include the cost of transport, insurance or other sundries. However, parents who are deemed to be in receipt of a qualifying benefit by the Governing Body must have remitted the full cost of the board and lodgings, see remittance section below.

#### A. Education Outside School Hours

If an activity is forming part of an examination course or part of National curriculum requirements, no charge can be made. Activities wholly or mainly outside school hours are called 'optional extras'. An activity which takes place during school hours, cannot be definition be deemed 'optional extras'. Participation in any optional extra activity will require parental permission and a willingness to meet such charges as are made.

All other types of visits made wholly or mainly in school hours must not be charged for but the cost can be recovered by voluntary contributions from parents. However, children must not be excluded from a visit because of their parents' unwillingness or inability to pay. The Governing Body reserves the right to make a charge or ask for voluntary contributions in the following circumstances for activities organized by the school:

#### B. Activities Outside School Hours

i.e. non-residential visits or before/after school clubs taking place wholly or mainly **outside** school time, e.g. evening theatre visits, concerts. As these visits are generally organized on the basis of parental

choice then they are deemed 'optional extras' and the school has the right to recover the full cost of the visit. A pre-requisite for the provision of an optional extra activity must be parental agreement. There is no obligation to remit charges to individual children.

### **C. Residential visits within School Time**

i.e. residential visits taking place wholly or mainly within school time e.g. Conway, PGL etc. The Governors must grant their permission for such visits. The costs will be recovered as follows: Charges will be made for the board and lodging element of the visit. Children who are eligible for free school meals will not be asked to contribute, see remissions section below. If an appropriate use of money, pupil premium may be used to subsidise costs for children who are eligible for free school meals.

There can be no charges for transport, insurance or other sundries. However, the school will usually ask for voluntary contributions from parents. No child will be prevented from attending a residential visit due to financial reasons but the Headteacher reserves the right to cancel such a visit if contributions do not meet or nearly meet the costs. Parents who are unable to afford the full cost of residential visits must contact the school office or speak to the Headteacher directly.

### **D. Residential Visits Outside School Time**

i.e. Residential visits taking place wholly or mainly **outside** school time e.g. weekend camps. The Governor's permission must be sought for such a visit. As parental agreement is pre-requisite for such an activity and it is an 'optional extra' then the school can recover the full cost of such an activity. There is no obligation to remit charges to individual pupils.

### **E. Swimming Lessons**

Parents may be requested to make a contribution towards the cost of transporting the children to the swimming pool.

### **Loss and Damage to School Property**

Parents of a pupil who damages or loses an item of school property or equipment may be liable for the costs of repair or replacement.

### **Charging in Kind**

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

### **General**

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 providing education for pupils.

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, some activities and visits will be offered at no charge or a reduced charge for parents who are in receipt of the following benefits:

#### Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The Guarantee element of State Pension Credit

Child Tax Credit provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190.

These criteria usually relate to the family being eligible for free school meals (excluding universal free school meals for KS1 children).

In addition, to assist all parents, we aim to provide as much advance notice as possible regarding school visit, especially residential visits. Payments can also be accepted in instalments on request.

	Date	Reviewed by	Notes
Policy Received	March 2017	J Edge	New Policy
Reviewed/Amended			
Reviewed/Amended			

**This policy/document was reviewed by:**

**Signed** ..... **Date** .....

**Position** .....

**Signed** ..... **Date** .....

**Position** .....

**The next revision date is:**