

Woodlands Community Primary School

Charging and Remissions Policy

March 2019

Reviewed November 2021



Date for Review	November 2024
Signed – Chair of Governors	
Signed – Headteacher	

Policy for charging for and remissions for school activities, including voluntary contributions

This policy reflects the LA Charging and Remissions Policy

Governors at Woodlands Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy was written with reference to the DfE document, 'Charging for School Activities' (2018). The review date for this policy is recorded at the end of the document

The school does not charge for education provided during school hours or outside school hours if it is part of the National Curriculum. The exception to this is when parents request individual music tuition.

Voluntary Contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity and transport. All contributions are voluntary. Parents are informed that if we do not receive sufficient voluntary contributions, we may cancel the activity

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. The PTA regularly make significant contributions towards transport costs for educational activities. Parents have a right to know how each trip is funded

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid to our provider which provides peripatetic music teachers to teach individuals or small group lessons on the school site

Extra Activities

These include activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents/carers. This list is not exhaustive;

- Transport and admission expenses for educational or sporting activities
- outdoor adventure activities and visits to theatre or cinema
- board and lodging on residential visits
- extended day services such as after school clubs

Activities not run by the School or LA

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents/carers want their children to join the activity, such organisation may charge parents

Residential Visits

The school organises residential visits. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or cover classes.

Where available, additional funding from the school budget will be provided for children of families on forms of income support, or in special circumstances, to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of a residential visit.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge if the product is to be owned and taken home by the child afterwards, e.g models containing electrical equipment or batteries. The school will inform parents prior to such activities.

Breakages and Fines

The Governors reserve the right to ask parents/carers to pay for the cost of replacing any item such as;

- broken windows
- defaced, damaged or lost books
- replacement of reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage

Remissions;

Should an activity be cancelled, it is normal practice to fully repay any payment made by parents/carers. Should a non-returnable deposit be required for a specific activity, this will be clearly indicated on all correspondence and information.

Should an activity be cancelled due to lack of sufficient funds, all monies will be returned to parents/carers

Review

This policy will be regularly reviewed in line with DfE guidance