

Whittle-le-Woods CE Primary School

Charging and Remissions Policy 2019

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2. 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 to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity. If a parent 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 Friends may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

3. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir or recorder are also without charge. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is made by Warrington Music Service, via the school, and the service provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year. The school provides whole class music teaching by Lancashire Music Service. There is no charge to parents for this.

4. Swimming

The school organises swimming lessons for Year 4 children. Lessons generally take place in school time and are part of the National Curriculum. The school does not make a charge or ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/ specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place

and we ask for their written permission for their child to take part in these sessions.

5. Optional Extra Activities

(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 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 require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events

6. 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 want their children to join the activity, such organisation may charge parents.

7. School Trips

Day Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 8).

Residential Visits

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of

the trip, a charge will be levied for board and lodging. The school organises an annual residential visit for Year 6 children.

The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced and tuck shop. The total cost to parents therefore may include a charge as well as a voluntary contribution. Details of specific breakdowns of charges for each visit are available from the school office. Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part. 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 the residential visit.

8. 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 for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

9. Breakages & Fines

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

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

10. Equality, Disability and Additional/Special Needs

The governing body confirms that no pupil with additional/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 substantial disadvantage. The governing body confirms that no pupil will be treated differently than any other pupil as a result of economic hardship or parental income. Their entitlement to a free education in a maintained school

will be our guiding principle. The school will take all reasonable steps to avoid putting children from low income families at a substantial disadvantage.

11. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

12. Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

13. Remissions Policy

Children whose parents are in receipt of certain benefits are entitled to the remission of charges for board and lodging charges during school residential trips. Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of additional support payments, as specified by government, will, in addition to having a free school-lunch entitlement, also be entitled to the remission of these board and lodging charges:

If you think you may be entitled to remission of charges based on the above please contact the School's bursar in confidence.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

14. Enquiries & Policy Review

All enquiries regarding this policy should be addressed to the Bursar who deals with school visit charging and remissions on behalf of the Headteacher.

This policy will be reviewed in line with the Policy Review Chart.