



## **Policy – Charges and remissions**

**Date – July 2017**

**Review Date – July 2018**

**Based on –**

**Signed by the Headteacher**

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**Name** \_\_\_\_\_

**Signed on behalf of Governors**

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**Name** \_\_\_\_\_

## **Burley and Woodhead School vision and aims**

As a Church of England school, we are committed to preparing our children for their journey into the 21<sup>st</sup> century. The world in which they will live as adults will be diverse, uncertain, dynamic and full of opportunities. We recognise this and are committed to giving them a primary education, in partnership with parents, local Churches and the wider community, which prepares them for the rest of their lives.

Our aim is to develop a school that everyone can be proud of which promotes a strong social, moral, spiritual and academic ethos. When children leave our school, they will be respectful, resilient, confident, caring individuals with a love of learning, who are ambitious future leaders of their local and global community.

We will do this by:

- Ensuring the members of our school community can work together in a caring, safe and supportive learning environment.
- Communicating our identity through our six Burley Woodhead me areas: learning me, global me, healthy me, creative me, safe me and collaborative me.
- Underpinning all our work with our twelve Christian values: compassion, courage, forgiveness, friendship, generosity, justice, perseverance, respect, service, thankfulness, trust and truthfulness.
- Promoting a Growth Mindset ethos to ensure that children and adults have the capacity to learn when it is challenging, resilient when approaching unfamiliar tasks and reflective when given feedback.

**All of our policies are underpinned by our school vision and aims.**

The Governing Body of Burley & Woodhead C.E. Primary School adopts the charges and remissions policy guidelines of Bradford LEA, outlined in Appendix A of the "Information for Parents" documents of (10/7/97) with the following modification to the policy regarding this school.

### **Parental Contributions for Educational Activities**

Voluntary contributions will be requested from parents before any excursion during school hours is arranged. If insufficient contributions are received to finance the excursion, it will be cancelled. Parents are encouraged to approach school if they are having difficulty meeting the cost of contributions. Charges will be made for board and lodging except for pupils whose parents are in receipt of Free School Meals under benefits criteria (*not Universal Free School Meals*).

**Your child may be able to get free school meals if you get any of the following:**

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

## **Charges and remissions policy – July 2017**

1. When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions, fundraising and requests to local charitable groups.
2. Voluntary contributions may also be requested for assistance in financing any professional theatrical performances or additional visitors arranged in school.
3. Small donations to cover item cooked in school, and taken home by children, may be requested.

### **After school clubs**

After school clubs all cost £3 for the session, running from 3.15–4.30pm. This is to cover the cost of resources and staffing costs. It will also mean we are not using the central school budget to subsidise after school clubs which only some children attend.

Clubs will be advertised before the club starts. Anyone who would like to attend the club will be asked to put their name forward by a closing date. If there are more children than places in the club, all names that are received by the closing date will be put into a hat and drawn at random. Parents will then be told their child has been allocated a place in the club and asked to pay for the club on ParentPay. If the payment hasn't been received by the time the club starts, the place will be offered to another child. Children in receipt of pupil premium funding will be able to attend the club for free.

### **Sunrise/Sunset Club**

1. Parents will be invoiced monthly for the number of sessions their child has attended Sunrise or Sunset club.
2. The fees are to be reviewed annually, with any increase to take effect from the beginning of an academic year.
3. The fees, per session for the academic year 2017/18 will be as follow:

Before school Club:	7.50 – 8.50am	£4.00
After school Club	3.15 – 4.30pm	£4.50
	4.30 – 5.30pm	£4.00
20 minute session		£2.00
Second and subsequent children will be given a discount of 10%		

### **Charging Policy for accidental and non-accidental damage**

In line with other schools, and developing from the custom and practice at Burley and Woodhead C.E. Primary School, parents may be asked to contribute to the repair or replacement of school property that has been damaged by their child.

Each incident will be considered individually and careful consideration will be given to the circumstances and nature of the damage caused.

## **Charges and remissions policy – July 2017**

Experience shows that there are three categories of damage to school property that are likely to occur:

1. Accidental damage
2. Accidental damage with contributory negligence
3. Non-accidental damage

***Accidental damage***

If an accident involving damage to school property appears to be entirely accidental, it would be inappropriate to ask for contributions towards replacement or repair.

***Accidental damage with contributory negligence***

Incidents do occur in which a child has been acting in a manner that is likely to damage property. In such a case, although the child may not have intended damage, they are responsible and it would therefore be appropriate to ask for a contribution to the repair or replacement of the damaged property.

***Non-accidental damage***

Where a deliberate act of damage has occurred it is appropriate for the full cost of repair or replacement to be met.

