



Woodstone Community  
Primary School

# **CHARGING & REMISSIONS POLICY**

**February 2019**

**Date of review: February 2022**

**'Growing together, Learning forever'**

## **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 swimming, where a voluntary contribution is requested towards transport.

## **Voluntary Contributions**

When organising school trips or visits that enrich the curriculum and educational experience for the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- Inspiration days
- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

Parents will be told of the right to claim free activities if they are receiving the benefits listed below:

- Income support
- Income Based Jobseekers Allowance
- An income-related employment & support allowance
- Support under Part 6 of the Immigration & asylum Act 1990
- Child Tax Credit (providing that they do not also receive Working Tax Credit & have an annual, assessed by the Inland Revenue, that does not exceed £16,190 (as of 6th April 2010))
- The guarantee element of State Pension Credit

Further guidance on the eligibility of children whose families do receive Tax Credits can be found at [www.teachernet.gov.uk/docbank/index.cfm?id=3681](http://www.teachernet.gov.uk/docbank/index.cfm?id=3681)

## **Residential Trips**

If the school organises a residential trip in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher or make an appointment to see him.

**Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Additional music tuition is available through peripatetic music teachers and this will be charged.

**Swimming**

The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity, as funding received does not fully cover this. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

**Activities Outside School Hours**

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials. For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

**Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

**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 is determined annually by the Finance Committee using guidelines from the Local Authority and is outlined in the Lettings Policy.

**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. Photocopying