



Western Road Community Primary School

Charges and Remissions Policy

*This policy was **adopted May 2017***

This policy may be reviewed at any time subject to the discretion of the Governing Body.

Policy for Charging for School Activities

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

This policy has been drawn up in line with sections 449-462 of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by local authorities in England.

Charges

The School is authorised by the Governing Body to make a charge in the following circumstances for activities organised by the school:

- The board and lodging element of residential activities deemed to take place within school hours e.g. visits by children.
- Individual Instrumental Tuition: The cost of vocal or instrumental tuition, provided the tuition is at the request of the pupil's parent.
- Activities Outside School Hours: The full cost to each pupil of activities taking place outside school hours and deemed to be optional extras.
- Charging In Kind: The cost of materials and ingredients (or the provision of them by parents) for cookery and craftwork, if the parents have indicated that they wish to own the finished product **in advance**.
- General: The Governing Body may, from time to time, amend the categories 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

Where the parents have a level of income which means the pupil is entitled to free school meals, the School can remit in full the cost of board and lodging for any residential activity that it organises for the pupil. The Headteacher must make relevant parents aware that such a remittance is available.

In other circumstances, there may be cases of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made. The Governors will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remission will be made in part or in full by the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions

The Governing Body authorises the Headteacher to request voluntary contributions as follows:

Charitable donations: The Headteacher may request donations to charitable causes up to £5. The wording should be as follows: *We are requesting donations of (insert amount) to support the work of (insert name of charity)*. No reminders or further requests may be sent.

School Trips: All costs relating to school trips including transport to and from the location.

Other activities in school time: An amount (up to but not exceeding £20) to cover but not exceed the cost of the activity divided equally between the children who are to participate.

Please note (for all of the above)

If such an activity cannot proceed without sufficient voluntary contributions, this should be made clear in the initial request to parents.

Where parents have completed the relevant forms and permissions, but have not returned a voluntary contribution, the school may not send reminders or further requests. However in the case of residential activities or other activities within school, where the parent has not returned relevant forms or permissions, the school may issue the original letter as a reminder, or when the activity is taking place within 3 days contact them by telephone. Reminders for charitable donations should not be sent.

Charges for clubs

The school may charge for clubs and activities outside the school day. The school should make every effort to ensure all children have the chance to participate and should consider offering financial assistance where cost is an obstacle to this. Clubs run by the school staff should only cover the actual cost of the activity including any payment to staff. Clubs run by other providers may include a profit element.

Charging for residential trips

All costs and charges for residential trips should be agreed by the Full Governing Body in advance.