



# White Woods Primary Academy Trust

## Charging and Remissions Policy

Reviewed: January 2015

Approved by Governing Body: February 2015

Review Date: January 2017

# Charging and Remissions Policy adapted for Whiston Junior and Infant school

## School Aims

The school aims to provide quality education for children between four and eleven years of age. Our aim is to provide high standards of teaching and learning through:

- A rich, broad, balanced and creative curriculum which sustains the engagement of all learners.
- Operating an environment which is safe, healthy, caring and supportive for everyone.
- Encouraging self-reliance and pride in all achievements.
- Developing learning skills and a love of learning, including the ability to question, enquire and be independent in their approach to learning.
- Promoting the development of tolerance and respect for others, regardless of race, creed or gender and ensure that all learners have equality of opportunity.

This policy has been formulated in accordance with Authority's guidance on Charging for School Activities.

## **Aim**

The aim of the policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The school ethos is to provide a creative curriculum developed through first-hand experience. Each individual class teacher will enhance learning in order to engage the children in their care by tailoring external visits to extend subject knowledge and understanding.

## **Responsibilities**

The Governing Body of the School is responsible for determining the content of the policy and the Executive Head, or Head of School for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Head, or Head of School and Governing Body.

## **Items which should not be charged:**

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments for general class lessons, or other equipment used in standard class lessons).
- Education provided outside school hours if it is part of the National Curriculum e.g. Booster classes, Gifted and Talented events.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport e.g. for Special Educational needs.

- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip, where this is a statutory part of the National Curriculum.

**The Governing Body deems it necessary to make a charge for the following:**

- a. board and lodgings on residential visits (which will not exceed the actual costs)
- b. the proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:
  - i. travel
  - ii. materials and equipment
  - iii. entrance fees
- c. Vocal and musical instrument tuition given by peripatetic teachers
- d. Any other education, transport or examination fee unless charges are specifically prohibited
- e. Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- f. Extra-curricular activities and after school clubs or clubs which are run prior to school.

**Remission**

Children whose parents are in receipt of having a free school lunch entitlement, will also be entitled to the remission of the main charges for board and lodgings costs during residential school trips. They will only have to pay the 20% deposit (See pupil Premium Policy)

*These children are entitled to pupil premium and have a 100% reduction in cost for other school day visits. Children are also entitled to free breakfast club, an after school club and free school uniform.*

*Remission of charges for any other child, in part or in full, will be authorised at the discretion of the Head of School.*

**Voluntary Contributions**

Parents may be invited to make a voluntary contribution of for the following:

- a. Educational Visitors to school
- b. Educational visits

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a. that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b. that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Executive Head Teacher or Head of School in consultation with the Governing Body.

Voluntary contributions will be used to offset the cost of the visit.

**Please see Appendix A for other charges for after school clubs.**

## **Publication of Information**

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## **Appendix A**

### **After School Clubs**

These clubs are charged at £2 - £4 per child per session unless they are in receipt of free school meals in which case the clubs are free of charge.

External providers are not charged rental of the premises and invoice the school for the children in receipt of free school meals. The cost is covered by pupil premium. Children who are not in receipt of any benefits pay directly to the external provider.

### **Breakfast Club**

The current cost of breakfast club is £1.50 per session, which contributes towards the cost of adult supervision, food and resources. Again this is free to children who are in receipt of free school meals.