

Woodston Primary School

Charging and Remissions Policy



Introduction

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. We do not charge for any activity undertaken as part of the National Curriculum plus religious education with the exception of individual or group music tuition. The school day is from 08.45 to 12.00 and 13.00 to 15.15 (KS1) and 08.45 to 12.30 and 13.15 to 15.15 (KS2)

This policy has been informed by 'A guide to the Law for School Governors.'

Voluntary contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or visit (if costs are incurred).

These charges will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who can't.

All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit. 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.

Parents who are in receipt of Income support, Family Credit, Disability Working allowance or an income-based Jobseeker's Allowance are exempt from payment. Parents in this position should see the Headteacher in confidence or write to inform the Headteacher.

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. Support for cases of hardship will come through voluntary contributions and fundraising. Parents have a right to know how each trip is funded. The school provides this information on request.

Sometimes the school pays all or part of the costs for pupils who are eligible for Pupil Premium Grant in order to support the visit. This is a Government Grant paid into the School budget.

Woodston PTFA may decide to contribute towards the cost of a particular visit, particularly where all or most of the children are involved.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which incur transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- travel to school trips for geography, science or environmental education;
- musical events:
- travel to and entry for swimming lessons.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Residential visits

When the school organises a residential visit in school time or mainly 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 board and lodging and travel expenses.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. Where a peripatetic music teacher teaches an individual or small group, we make a charge for these lessons. Parents in receipt of state benefits (see above) are exempt from payment. We provide parents with information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children currently in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for the tuition but ask parents for a voluntary contribution to cover the entrance fee to the pool and travel expenses. 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.

Remissions

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher or

Deputy Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chairman or Vice-Chairman of Governors.

General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time, amend the categories of activity 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.

Freedom of Information Act

Where a request is made for information held by the school under the Freedom of Information Act, the school will charge an hourly rate that reflects the actual cost of compiling the information and photocopying costs. The school will inform the person requesting the information what the likely cost will be before preparing the information.