



Westwood Primary School

Charging and Remissions Policy

**Written: October 2019
Review Date: October 2022**

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, 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 additional optional activities.

Aim

The aim of this 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.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Head Teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

Charges may be made for the following:

- Board and lodging on residential visits (not to exceed the cost)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras') to meet the costs for;

- Travel
- Materials and equipment
- Non-teaching staff costs
- Insurance costs
- Vocal and musical instrument tuition
- Breakages and replacements as a result of damages caused wilfully by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/ loss to and of school property

- Community Use/Lettings. (Arrangements for the letting of school premises and charges are contained in the Lettings and Charging Policy)

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- 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

School will provide a bursary amount towards a residential meeting the above criteria. Governors reserve the right to provide a discretionary bursary for those children in receipt of Pupil Premium.

In other circumstances the Governing Body will invite parents/carers to apply in confidence to the Head Teacher for the remissions of charges in part or full. The Head Teacher in consultation with the Chair of Governors will make authorisation of remission.

Voluntary Contributions

Parents/Carers will be invited to make a voluntary contribution towards the cost of any activity that takes place during school hours.

The terms of any request made to parents will specify that it is 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 Head Teacher.

Voluntary contributions will be used to enable children to experience an enriched curriculum and experiences.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.