



Charging and Remissions Policy

Woodside Primary School Aim

Our aim is to provide an enriched and secure learning environment in which every child can achieve their full potential across all areas of school life: academic, creative, sporting and social.

Related Policies/Documents:

Equality Policy
Curriculum Policy
Educational Visits Policy
Teaching and Learning Policy
A Guide to the Law for School Governors
DCSF guidance 'Planning and Funding Extended Schools.'

Aims

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 are responsible for determining the content of the policy and the Headteacher is responsible for its implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

Prohibition of Charges

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

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Charges permitted for:

(a) School's extended service of Breakfast Club-see Breakfast Club Policy

(b) School's extended service of Early Years Foundation Stage (EYFS) provision for children of 3 years + beyond the 15 hours funded through Childcare Vouchers. See EYFS Policy

(c) board and lodging on residential visits (not to exceed the costs)

(d) 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) board and lodging
- (iii) materials and equipment
- (iv) non-teaching staff costs
- (v) entrance fees
- (vi) insurance costs

(e) breakages and replacements as a result of damages caused wilfully or negligently by pupils will be levied at the Head Teacher's discretion

(f) sale of documents, as defined in the Publication Scheme

(g) private telephone calls

(h) private photocopying and/or printing

(i) use of staff expertise by outside agencies eg supply costs for teaching staff; supply costs for Head Teacher; costs to school for materials provided; any other expenses incurred eg. travelling expenses

Remissions for School Residential Visits that occur during school hours

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

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit
- e) Employment and Support Allowance (ESA) income

Voluntary Contributions

Parents will be invited to make a voluntary contribution for educational visits.

The terms of any request made to parents will specify that the request for a voluntary contribution 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; and
- 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 Headteacher.

Voluntary contributions may be used for:

- costs of admissions to museums etc;
- costs of travel for pupils;
- travel insurance; and
- costs of travel for accompanying adults.

The school may have to cancel trips and events if costs cannot adequately be covered by voluntary contributions.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Equality Statement

The school is committed to ensuring that all groups prosper, including those:

- with special educational needs;
- who have difficulties accessing the school;
- who speak English as an additional language;
- who have frequent moves and/or lack stability leading to time out of school (e.g. children in care);
- who as children are caring for others;
- who come from homes with low income and/or inadequate home study space;
- who experience bullying, harassment or social exclusion;
- with low parental support or different parent expectations;
- with emotional, mental and physical well being needs;
- who exhibit challenging behaviour;
- who come from ethnic minority groups including travellers, refugees and asylum seekers.

Date this policy was adopted_19.10.15

Signed by Chair of Business Committee _____

Review date Oct 2018