

WESTGATE PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

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. It is to be read in conjunction with the latest DfE guidance on charging for schools.

Responsibilities:

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

Charges that cannot be made:

The Governing Body of the School recognise that 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs of travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs
- Vocal and musical instrument tuition.
- Any other education or transport fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

Remission:

Children who qualify for a free school meal entitlement due to household income and/ or benefits received, will also be entitled to the remission of charges for board and lodging costs during residential school trips upon request. School will actively seek external funding to subsidise these charges where possible.

Voluntary Contributions:

Parents will be invited to make a voluntary contribution for visits, visitors and trips within 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 cover the costs of the activities. If insufficient voluntary contributions are received to cover the cost of the activity, the school reserves the right to cancel the activity, and this will be made clear to parents at the point at which voluntary contributions are proposed.

Refunds

If a child does not travel on any trip for any reason, the family or carer will be reimbursed upon request, provided the school can reclaim the money from the provider or insurance company. This would apply for illness, personal reasons agreed with the head teacher or exclusion due to behaviour. Cases will be considered on an individual basis.

This policy is to be reviewed as part of a 3 year cycle.

Signed :

Designation: Head Teacher

Signed:

(Chair of Governors/ sub-committee)

Date:

Date: 04/02/2016