



# Charging and Remissions Policy

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## **Background**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and transport costs.

### **1. Voluntary Contributions for Activities as Part of the Curriculum**

When arranging school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. However, we reserve the right to cancel the activity if we do not receive sufficient voluntary contributions.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. However, the school reserves the right to cancel trips / events should they become financially unviable.

If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. The school is always willing to provide a breakdown of costs on request. When a trip is arranged, parents will be informed that if voluntary contributions do not cover the majority of the costs (90%), the trip will not take place.

### **2. Voluntary Contributions for Activities outside of the Curriculum**

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

- Sporting activities which require transport expenses before/after school
- Outdoor adventure activities before/after school
- Visits to the theatre before/after school
- School trips abroad before/after school
- Music Events before/after school

### **3. Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs run by Woodloes Primary staff, such as choir or recorder, are also without charge, although parents may wish to buy their own instruments. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid to the County Music centre which provides peripatetic music teachers to teach individuals or small group lessons on the school site.

It is the Governors policy to charge for activities organised by the school but provided by outside bodies. The basis for calculating the charge will be proportionate for each participating pupil for travel, board and lodging, materials, books, equipment, entrance fees and insurance.

### **5. Activities Not Run by the School or LA**

When organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

## **6. Residential Visits**

The cost of residential visits includes board and lodgings, transport, materials, entrance to any sites visited and charges for any activities to be experienced. These costs will be charged for, to ensure costs are covered. Costs incurred for any additional staff needed as a result of required pupil/adult ratio requirements will be added to the total cost.

Arrangements may be made for children of families on forms of income support or in special circumstances to enable them to take part in these visits. This is stated clearly on letters and is dealt with discretely and in confidence by the Head Teacher. Parents will be given the option of a payment plan to spread the costs of the residential visit, a reduced payment or completely free visit at the discretion of the Head Teacher and subject to available funds.

## **7. Charging in Kind**

The cost of ingredients, materials, equipment etc., needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries.

## **8. Breakages and Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost items
- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour