

Charging and Remissions Policy



Wayfield Primary School

Reviewed: October 2018

Review Date: October 2019

WAYFIELD PRIMARY SCHOOL

CHARGING POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as: 8:40 am – 3:15 pm.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day activities that are a necessary part of the National Curriculum and religious education will be provided free of charge.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

ASPECT	POLICY
Optional activities outside of the school day not within the National Curriculum	We will charge in full for optional, extra activities provided outside of the school day, for example an evening theatre visit. Such activities are not directly part of the National Curriculum or religious education nor are they part of an examination syllabus. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.
Education partly during the school day	If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.
Residential Courses in School Time	Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits, when the cost may be supported by the school through prior agreement with the Headteacher.

	<p>Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Ingredients/materials for practical subjects	Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' and carers' inability/reluctance to pay. Where necessary, school will pay the cost of this.
Lost school equipment, books, etc.	Parents may be requested to replace school equipment, books, etc. which have been lost by their child.
Breakages and damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil will be charged to parents by the school.

Remissions Policy:

Charges for 'chargeable activities' for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance may be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Signed by Mr T Williams

On behalf of the Governing Body of Wayfield Primary School

Date: October 2018