

# WEXHAM COURT PRIMARY SCHOOL

## Charging & Remissions Policy

2021 - 2022



<b>Date Approved:</b>	Summer 2021
<b>Date for Review:</b>	Summer 2022
<b>Responsibility:</b>	Full Governing Body or Head Teacher
<b>Approved By:</b>	Full Governing Body & Head Teacher

## **WEXHAM COURT PRIMARY SCHOOL**

### **CHARGING & REMISSIONS POLICY**

#### **Introduction**

At Wexham Court Primary School we believe the children benefit from education visits, journeys, visitors to the school as well as extra-curricular activities in sport and the creative arts.

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. The Governors will support all off-site activities in which the Headteacher considers to be of good educational value and complementary to the curriculum.

#### **Aim**

The aim of this policy is to set out what charges will be made for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. We follow government regulations on charging as set out in Sections 449-462 of the Education Act.

#### **Voluntary Contributions**

No child will be excluded from an activity simply because his/her parents are unwilling or unable to make a contribution. However, if insufficient voluntary contributions are received to fund a visit or activity or the school cannot fund it from some other source then there is the likelihood that it will be cancelled. When making requests for voluntary contributions no parent will be made to feel pressurised into paying as payments are voluntary and not compulsory.

#### **School Trips and Visits**

If a trip or activity takes part during school time no charge will be made. However, a voluntary contribution will be requested to cover the full cost of providing the trip or activity.

If the school organises a residential visit in school time, or 50% of the visit (including travel) is within school hours, no charge will be made for activities or travel but the actual cost of board and lodging will be charged to parents. Except for those families in receipt of benefits (see 'Exception of Charges')

## Materials, Textbooks and Music Tuition

### What Activities are Chargeable?

Government regulations say that schools can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Music and vocal tuition that is requested by a pupil's parent as set out in 'Charges for Music Tuition (England) Regulations 2007';
- Residential Visits – Board and lodging costs associated with the visit (See exceptions to charging)
- Optional extras;

### Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

Education provided outside of school time that is not:

- a) Part of the national curriculum;
  - b) Part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school; or
  - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
  - Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
  - Board and lodging for a pupil on a residential visit.
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In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

- The cost or an appropriate proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

### **Residential Visits**

In Year 6, children go on a residential visit spending 2–4 nights away within the school week. Government regulations allow us to charge the cost of board and lodging for children, except for those families eligible for benefits (see 'Exception of Charges'). A voluntary contribution will be requested towards the cost of travel to and from the venue.

### **Damage and Loss of Property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of Governors may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Students are not allowed to bring personal items of value to the school such as mobile phones. The school does not accept responsibility for lost or damaged articles of clothing or any personal belongings.

### **After School Clubs**

After school clubs organised directly by the school and run by school staff are offered free of charge to children. However, the school may on occasion request a small charge for some clubs i.e. clubs requiring the purchase or equipment or materials where a parent requests the finished product to be brought home with the child. Please refer to '*What Activities are Chargeable*' '*Optional Extras*'

All afterschool clubs organised by external organisers, such as 'Get Active' are chargeable

### **Exception of Charges**

Pupils whose parents who are in receipt of certain benefits are exempt from paying the cost of board and lodging on residential trips. (See following paragraph) For all other activities that take place within school time no charge will be made however a voluntary contribution will be requested.

#### *Exception of Charges:*

Universal Credit; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed certain limits) and an income related employment and support allowance.

Since 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The school must be notified that a family is in receipt of these benefits to ensure that parents are aware of the right to claim free board and lodging. For those families who currently receive Free School Meals, the Headteacher will inform you of your right to claim free board and lodging.

Any subsidisation relating to pupil charging is solely at the discretion of the Headteacher. If a need arises and this action is taken this will be documented and held on file as appropriate.

**Remission of Payments**

Families eligible for benefits, and others the headteacher believes are experiencing financial hardship, are not expected or pressured to pay. We keep such information confidential and handle situations discreetly.

As parents will be accustomed the school currently requests all payments which are sent to the school are in a sealed envelope with your child’s name, class and reason for payment. The pupil should take the envelope to the main office first thing in the morning. If in the future this method of payment is no longer viable or administratively efficient, parents will be provided with an appropriate alternative payment method and advance notification will be given.

**Signed:**

**Mr J Reekie, Chair of Governors:** .....

**Date:** .....

**Signed:**

**Miss N Mehat, Headteacher:** .....

**Date:** .....

**Next Review Due:** Spring 2021