



2017

Charging and Remissions Policy

Policy Document

Date created	18 March 2017
Date approved	29 March 2017
Date of next review	Spring 2018

Status

Statutory

Statement of Principle

During the school day, 9 am to 3.15 pm, all children have full and free access to a broad and balanced curriculum.

Charges and Remissions

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This excludes charges made for teaching an individual or groups of up to four children to play a musical instrument (unless as part of the National Curriculum).

The School will apply any charges levied by the LA for services which it provides. The School reserves the right to levy a charge in any circumstance allowed by legislation.

The Governing Body will apply the statutory minimum remissions to any charges which they make in respect of pupils whose parents are in receipt of free school meals.

Any further remission will be at the discretion of the Governing Body or the Headteacher.

Voluntary Contributions

Parents may be asked to make voluntary contributions for any visit, journey or activity organised by the School and approved by the Governing Body. No child will be prevented from participating because his or her parents cannot or will not make a contribution. Charges are based upon actual cost divided by the number of children participating and there will be no levy on those who can and do pay to support those who cannot or do not. However, the School reserves the right to determine whether the level of voluntary contributions is sufficient to allow the activity to take place. The principles of best value will be applied when planning activities which incur costs to the School and/or charges to parents.

Extra-Curricular Activities

Activities available to children that take place outside, or mainly outside school hours, that are voluntary and not an essential part of the National Curriculum or religious education will be subject to charges. The participation of any child whose parents are unable or unwilling to pay will only be possible if alternative sources of funding can be found. Parents who have difficulty funding these activities should discuss the matter in confidence with the Headteacher.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. The cost of the activities engaged in will be subject to the guidance on voluntary contributions above. Parents in receipt of free school meals will be entitled to remission of board and lodging charges. However, where participation in a residential trip is voluntary and not a requirement of the National Curriculum, the participation of any pupil whose parents are unable or unwilling to pay will only be possible if alternative sources of funding can be found. Parents who have any difficulty meeting charges should discuss the matter in confidence with the Headteacher.

Liability for Personal Property

The Governing Body do not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher.

Breakages

The Governing Body reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakage, loss or damage of books, equipment and materials, other than by normal wear and tear.

Charging for Materials

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. needed. Where a parent declines to pay for materials, no child will be prevented from taking part in an activity however they may not be allowed possession of the finished product.

Lettings

The Governing Body may seek to increase income from lettings. Please refer to the Lettings Policy for additional information and guidance, including charges.

Use of the school premises by Woodlands Wake-Up and After School Clubs may incur a reasonable charge for rent, resources, heating, lighting, and wear and tear.

Monitoring and Review

- The Governing Body and the Headteacher are responsible for monitoring this policy and ensuring that it is implemented
- The Headteacher is responsible for making staff aware of their responsibilities

The Governing Body will oversee, review and update this policy annually.