

Through all of its policies, Wellstead Primary School aims to provide:

A caring, family ethos in which all children can flourish.

Excellent standards of teaching which enable all children to achieve their full potential.

A curriculum which builds enthusiasm for learning and equips children for the next stage of their education.



## **Charging and Remissions Policy** **Wellstead Primary School**

### **Philosophy**

We recognise the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education. We aim to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents'/carers' financial means.

### **Roles and responsibilities of Headteacher, staff and governors**

The Headteacher, staff and governors will ensure that the following applies:

#### **No charges will be made for**

- 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 prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions will be requested.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip (e.g. swimming).

#### **Activities for which charges may be made**

- Activities outside school hours- Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed above).
- Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to the building/grounds, furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

#### **Voluntary Contributions**

When additional activities are planned during school time, parents may be invited to make a voluntary contribution towards the cost of the activity.

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There will be no obligation to contribute and children will not be treated differently if no contribution is made, but permission must still be received. Parents may also be offered the opportunity to pay in installments.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time. In the event of a cancellation of the visit any monies paid will be refunded to parents.

### Remissions

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Parents should write to the Head Teacher via the school office in the first instance. The Pupil Premium may be used in part, to support eligible pupils.

Revision No.	Date Issued	Prepared By	Approved	Comments
1	January 2016	BR	FGB	Updated to reflect new practices
2	November 2017	MR	FGB	Bi-annual update
3				