

Worplesdon Primary School



Charging & Remissions Policy

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| Policy Reviewed | October 2018 |
| Next Review | October 2019 |

Worplesdon Primary School – Charging & Remissions Policy

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1. Introduction

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.

2. Voluntary Contributions for Activities as Part of the Curriculum

When organising 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. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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. If appropriate and funds allow, the school or Friends may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

3. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir are also without charge. There is a nominal annual charge for recorder club. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the organisation which provides peripatetic music teachers to teach individuals or small group lessons on the school site.

4. Optional Extra Activities

Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

A range of sporting, musical and other activities are offered to pupils outside of normal school hours. These activities are organised by school staff and a range of outside providers. There is no charge for activities organised by school staff. There is usually a charge for activities provided by outside providers. Parents of children who qualify for access to funding sources such as the disadvantaged fund are approached by the HSLW to inform them of opportunities and financial support.

5. Breakfast Club

The Breakfast Club provides up to 40 places, available to any child throughout the school. The daily charge for the club per head will be reviewed and set by the governing body annually with charges set for the academic year from September each year.

All children attending the club are charged with those entitled to external funding supported and guided to access this funding.

6. Afterschool Club

The Afterschool Club provides 40 places, available to any child throughout the school. The daily charge for the club per head will be reviewed and set by the governing body annually with charges set for the academic year from September each year.

All children attending the club are charged with those entitled to external funding supported and guided to access funding.

7. Residential Visits

The school organises residential visits. The cost of these trips include board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Voluntary payments should cover the total cost of the trip including the cost of any additional teacher time necessary to lead the trip. Parents will be clearly informed that insufficient voluntary contributions will necessitate the trip being cancelled.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice. 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.

8. 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. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

9. Breakages & 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 text books;
- Replacement reading diaries;
- Any item damaged as a result of unsatisfactory pupil behaviour.

10. Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

11. Review

There will be an annual review of this policy by the full governing body.