



St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

Charging and Remissions Policy

Date of Review	Action
OCT 2014	Uploaded onto website
OCT 2016	Uploaded onto website
JAN 18	Reviewed by Governors, refunds added.
MAR 21	Reviewed
Dec 22	Reviewed – Remissions clarified

CHARGING AND REMISSIONS POLICY

This policy should be read in conjunction with the school's Equality and Disabilities Policy.

1. Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims 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.

2. 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.

There will be no obligation to contribute and children will not be treated differently if no contribution is made.

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.

3. Charges

The Governing Body reserves the right to make a charge in the following circumstance for activities organised by the school.

Activities in School Hours

Charges will be made for the board and lodging element of residential activities that take place during school hours, unless the children are entitled to Free School Meals or Pupil Premium.

Activities Out of School Hours

A charge will be made to cover the full cost of each pupil of the activities deemed to be optional extras, taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events, club activities held after school.

Clubs

A half termly charge will be made for all after-school clubs which will be used to offset expenditure incurred by these clubs. The fees will vary depending on the costs charged to the school by the individual provider plus a small element to help cover the supervision and administration of our after school club programme.

Music Tuition

Charges will be made to cover the cost to the pupil for providing instrumental tuition from a peripatetic music teacher. This may include the purchase of music, instruments (or hire of instruments), minor repairs to loaned instrument and case and such items that need replacement on account of wear and tear or misuse. Payments due will be invoiced and

payment must be made promptly Parents/Guardians will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.

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 furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

Link Club

Parents enter into a contract for Link Club and the terms of the contract are laid out in the Link Club Policy Booklet. This Policy includes the terms for parents cancelling their child's place. Payments should be made in advance and parents may choose to use child care vouchers from their employers to fund/part fund sessions.

School Meals

No child who is entitled to free school meals will ever be charged for a school meal. Other children who wish to take a school meal will be charged at the rate that the school meals provider charges. School meals debt will not be allowed to exceed £10 per family.

4. Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

5. Refunds

Refunds for trips, residential and clubs will only be apply if a refund can be obtained from the provider. All deposits are non-refundable.