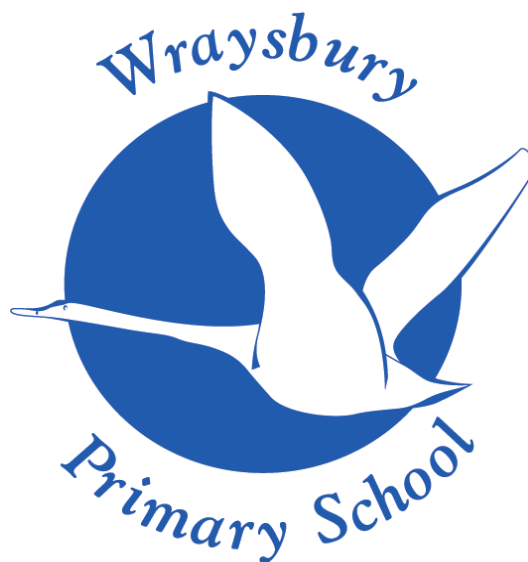


# Charging & Remissions Policy



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Approved by the Finance, Buildings  
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# Charging and Remissions Policy

## 1. Admissions

There is no charge for admissions.

## 2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the Local Authority.

## 3. Public examinations

There is no charge for examinations that are part of the curriculum.

## 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**)

There is no charge for transport during school hours to school-organised activities.

**We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools.
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

## 6. Optional Extras

The school will charge for optional extras. 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 pupil is being prepared for at the school
  - 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 that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit

### The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Headteacher on the recommendation of the governing body finance committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating

When 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
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **7. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours no charge will be made for the activity or the travel costs. A voluntary contribution may however be requested (section 13)

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **8. Residential activities**

**Our school will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

A Voluntary contribution may be requested (section 13).

**Our school will charge for:**

### **Board and lodging:**

When any visit has been organised by the school where there may be a cost for board and lodging. Parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.

The charge will not exceed the actual cost. Consideration will be given to parents who are in receipt of certain benefits (see **section 11** for more guidance on remissions.)

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 5**)

## **9. Music tuition within school hours**

Wraysbury Primary follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities)

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Wraysbury Primary is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils in receipt of pupil premium grant.

## **10. Swimming Pool**

Wraysbury Primary is able to offer swimming lessons during the summer term. A voluntary contribution towards the cost of the lessons and the maintenance of the pool will be requested on an annual basis in accordance with section 13.

## **11. Damage to property and breakages**

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

A small charge of £2.00 will be made for the loss of any library book.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **12. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999

- Guaranteed Element of State Pension Credit. An income related employment and support allowance that was introduced on 27 October 2008;

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils who are experiencing extreme hardship, and this will be at the discretion of the Headteacher.

### **13. Voluntary contributions**

Parents may be asked to make voluntary contributions for any visit, journey or activity organised by the school and approved by the Governors. The voluntary contribution will not exceed the cost of the journey or activity. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in any activity to be financed by voluntary contributions, the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.