

Worlingham CEVC Primary School

CHARGING AND REMISSIONS POLICY

*Like a tree firmly planted by streams of living water we will grow
in knowledge, love, faith and wisdom. Based on Psalm 1:3*



1 INTRODUCTION

This Charging and Remissions policy has been compiled in line with the Department for Education requirements – DfE Charging for school activities: Departmental advice for Governing Bodies, school leaders, school staff and local authorities. October 2014.

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

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2 CHARGES

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

2.1 SCHOOL VISITS/TRIPS IN SCHOOL HOURS

School visits are highly encouraged as they provide excellent opportunities for children to extend their learning outside the classroom.

When organising school visits/trips to enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. **However, if we do not receive sufficient voluntary contributions to fund a trip/visit, or the school cannot fund it from some other source the visit/trip will be cancelled.**

Every attempt is made to keep the costs down, and a breakdown of costs is always shown to parents.

When a visit/trip does go ahead, it may include children whose parents/carers have not paid any contribution, as they are in receipt of one of the following or their child/children are already registered as a Pupil Premium pupil/s:

- ✚ Income Support
- ✚ Income Based Job Seekers Allowance
- ✚ Income Related Employment and Support Allowance
- ✚ Child Tax Credit but not Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190.
- ✚ The Guarantee element of State Pension Credit
- ✚ Support under part VI of the Immigration and Asylum Act 1999
- ✚ Universal credit

All children will be given an equal chance to go on the visit/trip and these children will not be treated any differently.

2.2 ACTIVITIES OUTSIDE SCHOOL HOURS

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours such as theatre trips and school discos

2.3 MATERIALS AND EQUIPMENT

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside school hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply school uniform including P.E. Kit). The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.

2.4 MUSIC TUITION

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

2.5 LETTINGS

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and forms part of our separate Lettings policy.

2.6 GENERAL

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

3 REMISSIONS

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils, eg. there may be cases of family hardship which make it difficult for pupils to take part in some activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chairman or Vice-Chairman of Governors.

(V7) JULY 2020