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# Weddington Primary School



## Charging and Remissions Policy

**Date of ratification by the Governing Body:**

**Signed Chair of Governors**

**Signed Head teacher**

To be reviewed September 2023



# WEDDINGTON PRIMARY SCHOOL

Every child, every chance, every day!

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## **Charging and Remissions Policy**

This policy complements the information provided in Chapter 23 of the Guide to the Law for School Governors. The law on charging for school activities is set out in sections 449 – 464 of the Education Act 1996.

### **1. Swimming**

This year, swimming lessons will be provided for Year 3. To cover the cost of the coach fare, insurance and tuition fees, parents/carers are asked to make a voluntary contribution of £2.66 per week. The total cost per child to attend swimming over the 15 week period is £102 but, by using some of our P.E budget, we are able to subsidise this cost, by approximately 60.88%, to bring the cost for parents down to £39.90.

### **2. Musical Instrument Tuition**

Music tuition is provided to pupils through the County Music Service (CMS). Parents/carers pay the total cost of the tuition fees but there are special provisions made to support pupils who are eligible for pupil premium.

### **4. After School Activities**

Parents/carers are required to pay for all before and after school clubs provided by external agencies, such as those run by NBLT and other private providers, and afterschool clubs run by school staff to cover any costs.

### **5. Voluntary Contributions**

The school will routinely ask for voluntary contributions to enhance the learning opportunities provided by the school. This includes activities such as educational visits and visitors to school. In support of this, the Governors at Weddington Primary School have decided the following:

- a. Where the trip/visit is in support of the core curriculum parents will be asked for voluntary contributions the trip/visit may not go ahead if the full amount of contributions is not met. For pupil premium children the school will look at help part/fully fund the trip.
- b. where the trip/visit is not curriculum based, voluntary contributions from parents will be asked for and it will be clear in the correspondence that the trip will only go ahead should the costs be covered completely.

For some trips we may operate a system so that the cost can be spread over a longer period.

There is no limit on the level of voluntary contribution which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. Parents are asked to contribute towards part of the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events. All requests for Voluntary Contributions will have been made on the basis of covering costs – they are not intended to make profit.

### **3. Education Partly During School Hours**

Sometimes an activity may happen partly during and partly outside school hours. If half or more of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fall mainly within school hours, the trip could count as happening in school time and be free of charge. By contrast, a trip which involves leaving school an hour or so earlier than usual in the afternoon, but continuing late into the evening, would be classified as taking place outside school time. Charges would then be allowed.



## 4. Residential Activities

Special rules apply for residential activities. A trip counts as falling within school time when the number of school sessions missed by the pupils amounts to half or more of the number of days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into half days beginning at noon and midnight. On this basis, a term time trip from noon on Wednesday to 9.00 p.m. on Sunday, would last for nine half-days, including five school sessions, and would count as taking place in school time. A trip from noon on Thursday to 9.00 p.m. on Sunday would count as seven half days, including three school sessions, and would therefore be classified for charging as taking place outside school time. For a residential activity taking place largely during school time or essential to the education provided at the school, no charge may be made for the education. However, charges can be made for board and lodging in these circumstances.

In cases of financial hardship the school will seek to support the cost of the visit. This will normally be in situations where parents can *PROVE* that they are in receipt of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Support under Part V1 of the immigration and asylum act 1999
- Child Credit Tax

## 5. Remission

Parents/guardians who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

## 6. Freedom of Information Act 2000

Requests for school policy documents will be charged at 5 pence per single sided A4 sheet. Charges made to members of staff and other educational bodies will be at the discretion of the Head Teacher.

## 7. Optional Extras

**calculating the cost of optional extras an amount may be included in relation to:**

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- 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 support an optional extra. This includes supply teachers engaged specifically to provide the optional extra
- The cost, or proportion of the cost, for teaching staff employed to provide tuition.

## 8. Replacement Charges

Parents will be asked to pay for the replacement of equipment, materials, etc. where items need to be replaced due to wilful damage or careless loss.

The charge will be at the Headteachers' discretion, based upon replacement cost and value of the lost/damaged item.