

WESTON TURVILLE C.E. SCHOOL

**MISSION STATEMENT – TO PURSUE WISDOM AND THE ACHIEVEMENT
OF FULL POTENTIAL WITHIN A CHRISTIAN ETHOS**

CHARGING AND REMISSIONS POLICY

Co-ordinator	Mrs K Brooks
Policy Produced by	Mr. G. Norris
Policy Agreed	January 1998
Revised & adopted	Spring 2002 Autumn 2006 Spring 2009 Autumn 2012 Autumn 2015, Autumn 2019
Next review	Autumn 2023

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

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

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

Charging

1. No compulsory charge is made for the following, as per legislation:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment, and admission charges to museums etc);
- education provided outside school hours if it is part of the National Curriculum, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of religious education;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

2. Voluntary contributions

These restrictions do not prevent the Governing Body from seeking voluntary contributions from parents to enable the activities to take place.

These contributions must be genuinely voluntary. The terms of any request must make clear that:

- a. there is no obligation to contribute.
- b. children will not be treated differently according to whether or not their parents have paid any contribution.
- c. the activity will not take place unless sufficient voluntary contributions are received.

Parents will be invited to make a voluntary contribution for the following:

- a) transport for educational visits
- b) entrance fees for educational visits
- c) costs of instructors/third party teachers
- d) insurance for educational visits

e) costs of hire of equipment on educational visits

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to pay for the costs of the items described in a-e above.

3. This Governing Body reserves the right to charge for the following:

- a. the board and lodging element of residential visits deemed to be taken within school hours (not to exceed the costs).
- b. activities deemed to be optional extras, e.g. visits to football matches, pantomimes etc taking place outside school hours.
- c. music tuition for groups of four or less.
- d. cost of ingredients for special activities e.g. technology models, puppets etc where the parents have indicated in advance that they wish to purchase the finished product.
- e. the cost of replacements for repair of school property or equipment damaged due to misbehaviour by a pupil or group of pupils.
- f. extra-curricular activities and school clubs.

The Headteacher is responsible for approving costings.

Remissions

Where parents are in receipt of:

- Income Support;
- Income Based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £16,190.

no charge will be made for the board and lodging element of a residential visit. This information must be stated in the initial letter to parents regarding the visit.

In respect of child tax credit account will be taken of any revision to the amount of annual income as advised by the Local Authority.

There may be circumstances where family hardship may make it difficult for pupils to take part in particular activities. In such circumstances parents will be invited to apply in confidence for the remission of charges in part or in full. The Head Teacher will decide on the authorisation of any remissions.

Publication of information

A summary of this policy will be included in the school prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Appendix 1

Visit to Anywhere Museum

Dear Parents,

It is proposed to take Class X on a visit to the Anywhere Museum in Anytown. This visit forms an important part of their study of Outer Mongolian Tribes and much of this term's work will be based upon it.

We are asking parents to make a voluntary contribution of £4.50 to cover the cost of this visit.

There is no obligation to contribute and no child in Class X will be excluded from the visit but it will be necessary to have substantial voluntary contributions in order for the visit to take place.

If you feel you have financial circumstances which will cause difficulty in making a contribution please talk in confidence to the Headteacher.

Yours faithfully,

Class Teacher

Appendix 2

Isle of Black Visit

Dear Parents,

We are planning a residential visit to the Isle of Black for the children in class X. This visit forms an important part of their study of the rainforest and much of this term's work will be based upon it.

The costs are:

Board and Lodging	£54.00
Travel	£17.00
Insurance	£ 2.00
Admission charges	£10.00
Staff Accommodation	£ 7.00

The total cost of the visit will be £90.00

In accordance with the school's charging and remissions policy we are asking parents to make a payment of £54.00 for board and lodging and a voluntary contribution of £36.00.

If you are in receipt of Family Credit or Income Support we are asking you to make a voluntary contribution of £36.00.

There is no obligation to make voluntary contributions and no child in class X will be excluded from the trip but it will be necessary to have substantial voluntary contributions in order for the visit to go ahead. If you feel you have financial circumstances which will cause difficulty in making a contribution please talk in confidence to the Headteacher.

Yours faithfully,

Class Teacher