



**WESTROP PRIMARY
& NURSERY SCHOOL**

Charging and Remissions Policy

Date reviewed	November 2018
Reviewed by	Cindy Acres
Review date	November 2019

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

Music Tuition

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the Swindon Music Co-operative or Rock Steady, which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about payment details and additional music tuition at the start of each academic year.



Swimming

The school organises swimming lessons for children from Year 2 to 6. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

Optional Extra Activities

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education).

It is the Governing Board's policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.

Activities not run by the School or LA

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

Residential Visits

The school organises residential visits for the children. The cost of these trips includes board & lodging, materials, entrance to any sites visited and charges for any activities to be experienced. Parents will be given the option of a payment plan to spread the costs of the residential visit.

Pupils who qualify for Free School Meals at the time of the trip may be eligible for financial support from the school to assist with payment for the trip. Parents who are able to confirm



they are in receipt of benefits which entitle their children to free school meals will be exempt from paying the cost of board and lodgings for the trip.

The school office staff are able to clarify to parents who are in financial difficult and unable to make full payments for trips the available financial support: including details of the eligibility criteria and the amount that can be covered by the school.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines

The Governing Board reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

Special Needs

The Governing Board confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Headteacher every year. At every review, the policy will be approved by Finance committee.

