



## Charging and Remissions Policy

### Introduction

The Governing Body of Woods Loke Primary School recognises the valuable contribution that the 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.

Our **Charging and Remissions Policy** provides details regarding voluntary contributions, charging and remissions.

The Headteacher is responsible for the day to day implementation of the Charging and Remissions Policy.

### 1. Voluntary Contributions

- Education for statutory school aged children is provided at Woods Loke Primary School during school hours must be free. This includes materials and equipment, and transport provided in school hours by the school to carry pupils between school and an activity. Although we cannot charge for school-time activities, we may invite parents to make voluntary contributions so that we can offer a wide range of activities to pupils.
- All requests to parents for voluntary contributions will make it quite clear that the contributions are voluntary. Children of parents who do not contribute to school-time activities will not be treated any differently. No student will be left out of a school-time activity because his or her parents cannot, or will not, make a contribution of any kind.
- When planning an activity, the school will look for voluntary contributions, either for that activity, or by general fund-raising. If a particular activity cannot take place, without some help from parents, this will be explained to parents at the planning stage.
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

### 2. School Hours

- School hours are those when the school is actually in session and do not include the hours before school, during the break at the middle of the school day or the hours after school.
- Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours. No charge can be made, but voluntary contributions may be requested.



- Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 describes activities that can be charged for as "optional extras". It is up to the Governing Body providing the activities to decide whether to make a charge. Parents can only be charged for activities that happen outside school hours when these activities
  - are not a necessary part of the national curriculum
  - do not form part of the school's basic curriculum for religious education
  - are not an essential part of the syllabus for an approved examination

### 3. Residential Activities

- If a residential activity takes place largely during school hours, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, voluntary contributions may be sought.
- Charges can be made for residential activities for the board and lodging elements of the activity, except for students in receipt of (or registered for) free school meals.

### 4. Nursery Provision

- Children receive sessions funded by the government, if parents choose to do additional sessions, they will be charged at the school current rate. Lunchtime sessions and meals will also be charged at the current school rates.

### 5. Musical Instrument Tuition

- Charges may be made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is:
  - not a necessary part of the national curriculum,
  - not an essential part of the syllabus for an approved examination,
  - the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. (Currently available for all Year 4 pupils).

### 6. Remissions

Parents in receipt of the benefits listed will be offered the opportunity to make voluntary contributions in the same way as all other parents.

- Pupil Premium/ Free School Meals  
A child may be eligible for Pupil Premium funding/Free School Meals where their parent(s) are receiving:
- Income support
- Income-based Jobseeker's Allowance
- Employment Support Allowance (income related).
- Child Tax Credit, as long as you do not get a Working Tax Credit and have an annual income that does not exceed £16,190.
- Guaranteed Element of Pension Credit.
- Support under Part 6 of the Immigration and Asylum Act 1999.
- Working Tax Credit during the four week period immediately after your employment finishes or after you start to work less hour per week

- i. When arranging for a chargeable activity, the *Governing Body* may invite parents to apply in confidence for the remission of charges in part or in full.
- j. Authorisation of remission will be made by the Headteacher, and where necessary, in consultation with the *Chair of Governors / Governing Body*
- k. Parents will be made aware of the *Charging and Remissions Policy* and it will be made available on the school website.

**7. Pupil Premium/ Free School Meal Offer**

Children who are eligible for pupil premium funding will receive the following financial support from the school:

- Free school trips throughout the school to a maximum of £10 per year.
- Residential trips funding of up to 25% of the cost of the trip can be offered if requested.
- A free, tasty and nutritious meal every day.

This policy was adopted by *Governors* on .....(date) Item ..... (minutes)

Signed

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Headteacher

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Chair of *Governors*

Next Review Date **October 2023**

