

# Charging and Remissions Policy



Governing Body Approval

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**Lead Personnel** SBM

## **Charging and Remissions Policy**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupils education.

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

### **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 visits, 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 visit or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the visit 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 visit is funded.

### **Music Tuition**

All children study music as part of the normal school curriculum - we do not charge for this. 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 Local Authority which organises peripatetic music teachers through a service level agreement with Wakefield Music Department to teach individuals or small group lessons on the school site.

The Wakefield Music Service reserves the right that if payment is not made on behalf of a child that lessons will be withdrawn. Letters will be sent to parents/carers to inform them of any monies owing before such a decision is taken.

### **Swimming**

The school organises swimming lessons for groups of children. Lessons take place in school time and are part of the National Curriculum. We do not ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place.

### **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)

It is the governors' 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:

- sporting activities which require transport expenses;
- residential visits;
- visits to the theatre;
- musical events.

### **Activities not run by the School or Local Authority**

When an organisation acting independently of the school or Local Authority 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 an annual residential visit for children. The cost of this visit includes board, lodging, transport and materials.

The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the visit or subsequent follow up work.

Parents will be given the option of a payment plan to spread the costs of the residential visit.

### **Childcare Services**

Extended childcare services are run directly by the school and includes a breakfast club, after school club and Wraparound care. The school charges for this service.

### **Materials and Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology and food technology a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Letting**

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 will be determined annually by the Finance Committee and approved by the Governing Body.

### **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

### **Breakages**

The Governors 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 body 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.

**Review**

There will be an annual review of this policy by the full governing body.