



# Woolmore School

## SCHOOL POLICY

Name	Charging and Remissions Policy		
Agreed by	Governing Body		
Date agreed	May 2023	Review date	
Signed & dated			

### Philosophy

We recognise the valuable contribution that the wide range of additional activities including, trips, clubs and residential experiences can make towards pupils' education. We aim 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.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' /carers' financial means.

This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Introduction

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the Finance, Personnel & General Purposes Committee.

### Aims and Objectives

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

### Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the First Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

### After School Clubs

We currently offer after school clubs from 3.30pm to 4.30pm each day. Children are required to sign up at the beginning of term and clubs finish at the end of each term.

### **Childcare Club**

We currently offer a childcare club every day from 3:30pm to 4:30pm each day. The charge for this is £6.00 per child, per day. Parents are required to pay for this in advance via Parent Pay.

### **Voluntary contributions**

The school may invite parents to make voluntary contributions for:

- Their child participating in **out of school hours activities**. Where a parental contribution is necessary for an activity to take place, this will be fully explained to parents during the activity planning stage.
- Their child participating in **trips and visits in school hours**.

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

The terms of request for contributions will be clear that:

- There is no obligation to contribute; and
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution

### **Chargeable activities**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:

(a) Part of the National Curriculum.

(b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.

(c) Part of religious education.

*(Note: This could include before and after school clubs run by the school).*

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

### **Other chargeable activities**

- Breakages: parents are requested to make a contribution towards replacing damaged or lost school property i.e. a broken window, or a damaged or lost book, where this is the result of their child's behavior.
- Books: parents are requested to make a contribution of £5 towards replacing lost books.
- Copying documentation: parents will be charged for the copying of any requested document, based on standard charge of 5 pence per page.

**Remissions Policy**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income-based job seeker's allowance, family credit or disability working allowance.

Charges for other 'chargeable activities' may also be fully or partially remitted. The Headteacher will consider on a case by case basis whether the financial needs of individual pupils justify the school's financial support to enable them to participate in chargeable school activities.

If a pupil is unable to participate in a school trip because of illness, parents may receive a refund where they have contributed voluntarily.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.