



# WILSON PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### 1. Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions and is informed by government guidelines. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

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.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises outside school hours.

### 2. Voluntary Contributions

We may in certain circumstances invite parents/ carers to make a voluntary contribution towards activities that are exempt from charging. These contributions must be genuinely voluntary.

Where we do ask for voluntary contributions, we will make it clear that children of parents/ carers who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

Sometimes the school pays additional costs to support curriculum or enrichment activities from either school funds, grants obtained, or from the PSA (Parent Staff Association). Parents have a right to know how each enrichment activity is funded. The school will provide this information on request.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/ carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies will be returned to parents/ carers.

Parents/ carers will be told the cost of the activity per pupil. Voluntary contributions should not exceed the cost of the provision for each pupil thus ensuring that no paying pupil will be required to subsidise the cost of non-paying pupils.

Parents/ carers may make voluntary contributions in instalments by prior agreement with the Head teacher.

### **3. Activities that take place during school hours**

#### **3.1 Enrichment activities**

These include trips to museums and other, places of interest, theatre visits, musical events, sporting events, visiting theatre groups, workshops provided by groups such as Learning Through Action (LTA) and Berkshire Child Assault Prevention (CAP).

These will be focussed activities and will only be undertaken if they support the curriculum.

Parents/ carers may be invited to make a voluntary contribution and the school may support these activities

#### **3.2 Instrumental music tuition**

A charge will be made for instrumental music tuition unless the tuition is part of the new opportunities funded tuition.

#### **3.3 Materials and ingredients**

A charge may be made to cover the cost of ingredients or materials where parents/ carers have confirmed in advance that they wish to own the finished product.

#### **3.4 Swimming**

Swimming is part of the National Curriculum for Key Stage 2 pupils. This activity will not be charged for even though the school has to pay for the hire of the pool, the teaching and transport.

Parents/ carers will be invited to make a voluntary contribution.

### **4. Activities that take place out of school hours**

No charge will be made for an activity that takes place outside school hours when it is:

- A necessary part of the curriculum
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for in school
- Part of the school's basic curriculum for religious education

We may charge for some other activities that take place outside school hours such as residential that take place out of school hours. Other activities could include sporting events where the full cost of the trip will be charged.

## **5. Activities that take place partly during school hours either on or off site (non-residential)**

5.1 Where the majority of time spent on a non-residential activity is within school hours then charging is as section 3.

5.2 Where the majority of the time spent on a non-residential activity is outside of school hours then charging is as section 4.

## **6. Residential school visits**

### **6.1 Board and lodging**

The school will charge for board and lodging other than to those entitled to remissions. We will not charge more than the accommodation actually costs.

### **6.2 Travel**

If the residential is classed as being within school hours, no charge will be made for travel costs.

If the residential is classed as being outside of school hours a charge will be made to cover the cost other than to those entitled to remissions.

Voluntary contributions may be sought.

### **6.3 Activities**

If the residential is classed as being within school hours no charge will be made. If the residential is outside school hours a charge will be made. See section 4.

### **6.4 Remissions**

Where the residential visit takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following benefits aren't required to pay any charge:

- Income support
- Income based job seekers allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child tax credit provided the parent is not entitled to working tax credit and their annual income does not exceed £16,040
- Guaranteed state pension credit.

This is in addition to having a free school meal entitlement.

The pupil premium may be used to support the residential trip for pupils receiving the entitlement.

Grants will be sought to enable subsidies to be given to those parents not in receipt of the above benefits who may be suffering hardship. Parents should discuss this with the Head teacher or Deputy when reserving a place.

Pupils may also be involved in enterprise projects to raise funds towards the cost of the residential visit.

## **7. Damages to property, breakages and loss**

7.1 We will seek to recover some or all of the costs incurred due to wilful damage, breakage or loss of school property. We recognise that accidents occur and will treat each case on its merit.

7.2 We will seek to recover some or all of the costs incurred due to wilful damage, breakage or loss of property belonging to a third party where the school has been charged (eg library books). We recognise that accidents occur and will treat each case on its merit.