

# Woodlands Primary School



## Charging & Remissions Policy

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<b>Next Review by FGB</b>	November 2023	1 year

## Charging Policy

***At Woodlands Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.***

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The Charging Policy follows the guidance given in the Department for Education's document 'Charging for school activities - advice for governing bodies, school leaders, school staff, and local authorities' published October 2014.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf)

### **1 Introduction**

**1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. At present we do not charge for individual or group music tuition (most schools charge for this). The school can, however, under DfE guidelines, seek voluntary contributions to assist with costs (see below).

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions and other associated costs e.g. provision of life guards
- Transport on trips
- Admission charges

### **2 Voluntary contributions**

**2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

**2.2** 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, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

**2.3** The following is a list of additional activities organized by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school residential;
- musical events;
- other enrichment activities.

**2.4** Parents who are in receipt of any of the benefits listed on page 4 may be eligible for a discount. This normally only applies to school residential visits.

### **3 Residential visits**

**3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and seek voluntary contributions towards the cost of the trip. Otherwise, it would not be viable for the school to run these activities.

### **4 Music tuition**

**4.1** All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** At present there is no charge for group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. At present we do not make a charge for these lessons. We give parents information about additional music tuition and membership of our school orchestra (Stringissimo) at the start of each academic year.

### **5 Swimming**

**5.1** The school organises swimming lessons for children in Key Stage 2, as required by the National Curriculum. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **6 Sports Coaching and After School Clubs**

- 6.1** The school offers additional 'extra-curricular' sports coaching and other activities at school from time to time e.g. judo, fencing, football, choir. A coach or instructor, who is not a member of the school staff, runs and organizes these sessions. We sometimes make a charge for these sessions.

## **7 Additional Activities**

- 7.1** As the school develops we may offer further activities for which a small charge may be made, where appropriate.

### **Frequently Asked Questions and Answers:**

#### **Why do we need to ask for voluntary contributions?**

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

#### **What happens if I am unable to pay?**

Parents in certain financial circumstances (see below) may receive a discount to the cost of a school residential. All pupils are allowed to go on a school trip even if a parent is unable to pay.

#### **Will my voluntary contribution pay for people who have not paid?**

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We promise that:

We will tell you at the outset if the activity cannot be funded without voluntary contributions. We shall give as much notice as possible of any activities which will require voluntary contributions.

#### **What happens if I am unwilling to pay?**

Your contribution is voluntary. Your child will not be excluded from the activity ***BUT if we do not receive enough voluntary contributions we may have to cancel the activity or reduce the scope of the activity.***

#### **We can charge for optional extras**

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

We promise that:

- The charge will not exceed the actual cost of providing the optional extra.
- We will obtain your agreement before we provide the optional extra.

### **Charging for residential visits**

We don't charge for transport and usually the cost of transport is covered by the Woodlands Primary Parent Teachers Association (PTA).

We may charge for board and lodging (parents who are in receipt of one or more of the benefits listed at the end of this guide may receive a discount). The charge will not exceed the actual cost.

We promise to help you to plan for these costs by:

- having clear procedures to enable you to pay by instalments
- In the case of clubs which incur a cost we will publish a fair, objective and transparent procedure for allocating places in case of oversubscription.

### **Special financial arrangements**

For parents who are in receipt of any of the benefits / pupil premium pupils:

Reduced rates may be negotiated for:

- Extra-curricular activities
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concert
- After school clubs

### **Benefits required to qualify**

- Income support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

\*These figures and other criteria for Free School Meals may change. The school will adopt criteria that apply.