



Wingfield

PRIMARY SCHOOL

Charging and Remissions Policy

Reviewed policy agreed by GB on:	November 2019
Reviewed policy shared with staff on:	November 2019
Policy to be reviewed again on:	November 2021

Introduction

The Governing Body of Wingfield Primary School recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards student's education. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Aim

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and to clarify the situation regarding additional optional activities.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

Definitions

- a) Charges: a fee payable for specifically defined activities
- b) Remissions: the cancellation of a charge which would normally be payable

Charges

Parents will be charged for the cost of some activities during school time. These include:

- board and lodging on residential visits (not to exceed the cost)
- the proportionate costs for an individual child or activities wholly or mainly outside of school hours (optional extras) to meet the cost for: -
 1. travel
 2. materials and equipment
 3. non-teaching staff costs
 4. entrance fees
 5. insurance costs
- individual or group tuition in the playing of a musical instrument where this is not an essential part of the National Curriculum
- breakages and replacements as a result of damages caused wilfully or negligently by students
- extra-curricular activities and school clubs

Remissions

Children whose parents are in receipt of the following support payments will be entitled to the remission of charges for board and lodging costs during residential trips. These support payments are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received, and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stop qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Voluntary Contributions

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 any differently from any others. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These are “optional extras”. This is not an exhaustive list:

- museum trips
- sporting activities which require transport expenses
- outdoor adventure activities
- theatre visits
- school trips

Music Tuition

All children study music as part of the National Curriculum. We do not charge for this. There is a charge for individual or small group tuition, since this is an additional curriculum activity, and not part of the National Curriculum. The peripatetic music teachers will make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Year 4. These take part in school time and are part of the National Curriculum. We inform parents when these lessons take place and we ask parents for their written permission for their children to take part. We make no charge for this activity.

Extended Schools Provision

There may be costs incurred by students attending after school clubs if they are run by external agencies. The agencies running these clubs will set the cost. Clubs run by staff members will not set a cost unless it is for equipment. e.g. provision for cooking club.

Monitoring and Review

The Governing Body will monitor the impact of this policy by receiving a termly financial report. The policy will be reviewed in two years, or earlier if necessary.