



CHARGING AND REMISSIONS SCHOOL POLICY

This policy has been formulated in accordance with Authority's guidance on:
Charging for School Activities.

AIM

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

RESPONSIBILITIES

The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

CHARGES CANNOT BE MADE FOR:

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;

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CHARGES

Charges will be made for the following:-

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - i. Travel
 - ii. Materials and equipment
 - iii. Non-teaching staff costs
 - iv. Entrance fees
 - v. Insurance costs
- Vocal and musical instrument tuition
- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs.

REMISSIONS

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- (a) Income Support
- (b) Income Based Job Seekers Allowance
- (c) Support under Part V1 of the Immigration and Asylum Act 1999

VOLUNTARY CONTRIBUTIONS

Parents will be invited to make a voluntary contribution towards the costs of the following:

- a) Travel
- b) Entrance Fees
- c) Educator/Artist Fees
- d) Workshop Fees
- e) Insurance Costs
- f) Additional costs specific to individual visits.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

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The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Educational Visits – 75% of the total cost of the visit for the cohort as a whole to be received no less than 2 weeks prior to the visit.
(To facilitate cancellation if necessary).

Residential Visits – 100% of the total cost of the visit.
Parent/carers to be made fully aware of non-refundable deposits and cancellation penalties.

Voluntary contributions will be used for:

- a) Travel
- b) Entrance Fees
- c) Educator/Artist Fees
- d) Workshop Fees
- e) Insurance Costs

Policy Agreed by: Governing Body

Effective Date 2014

This policy was reviewed December 2016. Next review, December 2019.