Woodside Primary School
CHARGES AND REMISSIONS POLICY

The Policy for charging and remission of charges is as follows:
Governing Bodies be authorized to continue to maintain a charging and remissions policy in accordance with legislation if they wish to charge parents for any or all of those activities for which charges are permitted, as listed below:

Musical Instrument Tuition
Costs associated with tuition in playing a musical instrument where the tuition is provided either individually or to a group of not more than four pupils, unless the tuition is provided as part of a syllabus for prescribed public examination or is required by the National Curriculum.

Public Examinations
The cost of:

- entering a pupil for public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours
- entering a pupil for a prescribed public examination where no preparation, or no further preparation in the case of re-sits, has been provided by the school
- public examination fees where a pupil fails, without good reason, to meet the examination requirement for any public examination.

Materials, Books, Instruments or Other Equipment
The cost for materials used in school where a parent indicates in advance that they or the pupil wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

Board and Lodgings
The cost of board and lodgings (not exceeding the actual cost) on residential visits, subject to the complete remission of such charges on visits deemed to fall in school time for pupils whose parents are in receipt of specified benefits as listed under Remissions below.

Education Outside School Hours
Any activity which takes place wholly or mainly outside school hours (as defined in the legislation) and is not provided as part of the syllabus for prescribed public examination and is not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Such an activity is defined as an 'optional extra' and may be charged for. Charges for 'optional extras' outside of school hours may include:

- travel, board and lodgings for pupils
- materials, books, instruments and equipment
- entrance charges to facilities
- staff costs – both support and teacher costs (where a teacher/instructor has been engaged specifically to provide the activity. These teachers should be given a separate contract to provide the optional extra.) • insurance.

With an 'optional extra':

- parents can choose whether their children attend or not
- no profit can be included in any charges made – the charge is to be based on the actual cost of the activity
- a charge will not include a share of the cost of any remissions. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

(NB: when 50% or more of an activity, including travelling time, takes place during school hours no charge can be made).

Swimming

The school organises swimming lessons for children from Year 4 to Year 6. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons and do not request a contribution for the cost of the coach to take the children to Brookvale Recreation Centre. 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.

Voluntary Charges

Wherever possible the school endeavours to fund as much of the cost as possible for additional activities and educational visits. However, Governing Bodies are empowered to seek voluntary contributions in order to fund activities taking place wholly or mainly during school hours for which the costs cannot be met from the school's budget, providing that it is made clear to parents in writing that:

- any contribution is voluntary
- the children of parents who do not contribute will not be treated differently from any other child in the school.

It is permissible to warn parents in advance that were an activity cannot take place without some support from parents, and there are insufficient voluntary contributions, the activity may be cancelled.

Damage to Property

A Governing Body may reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

Remissions

The Governing Body authorised to remit all charges payable in respect of board and lodgings for the duration of a residential trip if the parents are in receipt of the following state benefits:

- The Guarantee element of State Pension Credit
- Income Support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the eligible figure stated by the Inland Revenue.

Governing Bodies also be empowered to remit charges for activities where costs can be reasonably and appropriately met from the school's budget. Schools will continue to be responsible for meeting the cost of any remission of charges arising from this policy.

Review

Review Date – September 2024

To be reviewed - September 2025

Headteacher: Richard Collings

Chair of Governors: Rev. Emma Speake