

# Wentworth Primary School

## Charging & Remissions Policy

**Date of Policy:  
September 2015**

**Date of Ratification by Governors:  
September 2015**

**Reviewed: Summer 2024  
Next Review: Summer 2025**

*Achieving Happily*



## Charging and Remissions Policy

### Introduction

We believe that all our pupils at Wentworth Primary should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' or carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Aims and Purpose of the Policy

The aims of the charging policy are to:

- Maintain the right to free school education.
- Enable all pupils to take full advantage of the activities provided by the school.

To ensure that the responsibilities for the charging policy are clearly and appropriately allocated to ensure that the operation of the charging policy and remissions policy is systematically reviewed and the findings acted upon.

Separately from the matter of charging, schools may seek voluntary contributions in order to offer a wide variety of experiences to pupils.

### Responsibilities

The Headteacher will ensure that staff are familiar with, and correctly apply the policy. This policy will be reviewed by all Governors annually.

### Charging

No charge will be made for:

- Admission to the school.
- Education during school hours, including teaching, books, materials, equipment and essential transport.
- Education including teaching books, materials, equipment and essential transport outside school hours if it is an essential part of the National Curriculum or Religious Education.

## **Voluntary Contributions**

From time to time the school may ask parents for voluntary contributions towards activities in school time (e.g. educational visits and swimming). These contributions will be genuinely voluntary so any pupil whose parents cannot or will not contribute will not be selectively excluded from the activity. However, if voluntary contributions for a particular activity are not enough to make it financially viable, the school may have to exercise its right to cancel the activity for the whole of the class or group of pupils involved.

The Governing Body recognises the valuable contribution that a wide range of additional activities, including trips, can make towards the pupil's personal and social education and the school aims to promote and provide such activities both as part of a broad and balanced curriculum and as optional extras.

## **Activities outside school hours**

A charge will be levied for activities provided outside school with the following exception:

- No charge will be made if the activity is an essential part of the basic curriculum.
- Education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made.

Charges will be made for:

- The musical instrument tuition for individual pupils or in groups. This will be organised through Music for Schools.
- Charges for individual pupils may not:
- Exceed the actual cost of providing the optional extra activity divided by the numbers of pupils willing to participate.
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to meet costs.
- Include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity takes place in school hours.

## **General Considerations**

We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following:

- We shall advise parents at the earlier opportunity of visits and their approximate cost.
- We shall have a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to a school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Other charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OSTED report.

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits, where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

The Headteacher or Governing Body may remit in full, or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances. If parents are experiencing financial difficulty they are invited to write/or speak to the Teacher or Headteacher in confidence. Support for cases of hardship will come through voluntary contributions and fund raising.

The Governing Body will agree to fund within the main school budget to support this policy.

L Pollock  
Headteacher