



Charging and Remissions Policy

1. Rationale:

Wick CE Primary School Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of Wick School and as additional optional activities.

2. Purpose

We do not charge for any activity undertaken as part of the National Curriculum. Activities such as swimming and educational visits or visitors are an extension to and an enrichment of the curriculum. This policy is based on the Local Authority policy which defines in what circumstances schools can charge or ask for voluntary contributions from parents to support activities.

The Policy does not cover charging for School Meals as this is managed by the Local Authority.

3. Guidelines:

Charges

Wick Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Individual music tuition which is not part of the National Curriculum
- Board and lodging on residential visits during school time (remission is possible for parents in receipt of certain support benefits)
- Education provided outside of school time that is not part of the National Curriculum
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Externally contracted school clubs

Voluntary Contributions

The Governing Body has decided to invite parents to make voluntary contributions towards the cost of providing activities and trips (Appendix 1). We believe that such activities make a valuable contribution to a child's development, and no child will be excluded from these activities because a parent is unwilling or unable to make a financial contribution.

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It will be made clear to parents that the contribution suggested is voluntary and parents may pay more or less than suggested. It will also be made clear that if a certain level of contribution is not received, the trip or activity will not go ahead.

In the event of an activity being cancelled voluntary contributions will be refunded. In the event of a child not taking part in an activity e.g. due to illness - where a voluntary contribution has been made, a refund will not be given unless the school is not charged by the supplier i.e. an entrance fee not charged.

Here are some examples of the types of activities which parents will be invited to make a voluntary contribution for:

- School trips to include travel and entrance fees
- Residential trips during school time to meet the cost of activities
- Theatre and music groups invited to perform in school
- Materials for cookery, pottery or craft
- Transport for sporting trips
- Swimming

Calculating Charges

When charges are made they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't pay. Support for cases of hardship will come through voluntary contributions, fundraising and school funds. The principals of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

It may be that the school decides to subsidise certain trips and activities, meeting part of the cost itself and requesting voluntary contributions from parents.

Residential Trips

Where the school arranges a residential trip that takes place in school hours, a clear distinction should be made between the cost of board & lodgings which are chargeable and the cost of other activities for which a voluntary contribution will be requested (Appendix 2).

Remissions

Where the parents of a pupil are in receipt of one of benefits the Governing Body will seek to remit in part or full the cost of board and lodgings for any residential activity that it organises if the activity is deemed to take place within school hours or where it forms part of the syllabus for the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply, in confidence, for the remission of charges in part or in full.

Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

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4. Monitoring & Evaluation:

The implementation of this policy to be monitored by the Finance, Personnel and Premises Committee by receiving details of trips and other events for which a charge has been made, including a copy of the letter issued to parents.

5. Review:

This policy is to be reviewed on an annual basis at the first committee meeting of the school year by the Finance, Personnel and Premises Committee

6. Appendix

1. Example trip/activity letter wording
2. Example residential letter wording
3. Example swimming letter wording

Written by: Rob Cockle

Date: 29/3/21

Approved by: Finance, Personnel & Premises Committee Date: 23/5/22

Reviewed by: Finance, Personnel & Premises Committee Date: 23/5/22

Next review: 23rd May 2023

Signed.....

Date

Chair of Finance, Personnel & Premises Committee

Appendix 1

Example wording for trips and other activities where a voluntary contribution is required to cover the cost:

Details of trip or activity, dates times etc.

The cost of this trip/activity will be £xxx per pupil and in line with school policy we are asking parents to make a voluntary contribution of this amount. If there is a problem with meeting this cost help may be available, please contact the Headteacher for more information.

The governing body believe that such activities make a valuable contribution to a child's development, and no child will be excluded from these activities because a parent is unwilling or unable to make a financial contribution. However, I must stress that in order for this trip to take place we will need to recover the cost of this visit *.

Please note that if this trip/activity is cancelled all voluntary contributions made will be refunded. Unfortunately if a child is not able to take part on the day (i.e. due to illness) any contribution which has been made for that child will not be refunded.

Etc.

*(*This sentence could be changed to state we need to recover a percentage of the cost, if school/governing body have agreed to subsidise the trip or activity)*

Appendix 2

Example wording for a residential trip where a charge is to be made for board & lodgings and voluntary contribution is required to cover other costs:

Details of trip, dates, times etc

The estimated cost is **£300 plus pocket money**. This includes:

£200 for board and lodgings; and
£100 for transport and activities..

Families in receipt of the following benefits are entitled to ask for assistance with the cost of board and lodgings.

- Income Support
- Income based Jobseekers Allowance
- Support under the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to working tax credit and have an annual income, assessed by Her Majesty's revenue and Customs, that does not exceed £16.190)
- The guaranteed element of State Pension Credit; and
- An income-related employment and support allowance

In addition, parents who are not in receipt of the benefits above, but who would still find it difficult to meet the cost of such a trip can request financial support with board & lodgings. Should you wish to discuss financial assistance please contact the Headteacher.

For all parents, the contribution to cover the transport and activities element of the trip is regarded as a voluntary contribution. The governing body believe that such activities make a valuable contribution to a child's development, and no child will be excluded from these activities because a parent is unwilling or unable to make a financial contribution". However, I must stress that in order for this trip to take place we will need to recover the cost of the activities and transport..

Please note that if this trip/activity is cancelled all voluntary contributions made will be refunded. Unfortunately if a child is not able to go on the trip or misses activities (i.e. due to illness) any contribution which has been made for that child will not be refunded.

*(*This sentence could be changed to state we need to recover a percentage of the cost, if school/governing body have agreed to subsidise the trip)*

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Appendix 3

Recommended wording for swimming where a voluntary contribution is required to cover the cost:

Swimming will be at Venue during Term X on Day period at time commencing on Date until Date (inclusive) so the children need to remember swimming kit. Transport is provided.

The cost of this activity, including transport, will be £xxx per pupil and in line with school policy we are asking parents to make a voluntary contribution of this amount. If there is a problem with meeting this cost help may be available, please contact the Headteacher for more information.

The governing body believe that such activities make a valuable contribution to a child's development, and no child will be excluded from these activities because a parent is unwilling or unable to make a financial contribution. However, I must stress that in order for this trip to take place we will need to recover the cost of this visit *.

Please note that if this activity is cancelled, not individual sessions, all voluntary contributions made will be refunded. Unfortunately if a child is not able to take part on the day (i.e. due to illness) any contribution which has been made for that child will not be refunded.

Please complete and return/email the slip below by Date giving your permission.

Yours sincerely,

R Cockle

Robert Cockle
Headteacher

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Children in Year 3

Name of Child

I give permission for my child to swim at Longwell Green Leisure Centre from Dates (inclusive).

I enclose a contribution of £XXX towards cost of swimming (cheques to be made payable to: SOUTH GLOUCESTERSHIRE COUNCIL)

Signed.....