

West Melton Primary School



Charging and Remissions Policy

The Governing Body of West Melton Primary School recognises the valuable contribution that the wide range of additional activities, including visits beyond the school environment, clubs and residential experiences can make towards pupils' learning and education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as far as possible as additional optional activities.

CHARGES. The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

School Meals A charge is made for pupils not entitled to free school meals in line with the Local Authority's policy on charging.

Activities for Pupils that take place during School Hours A charge to cover the cost of ingredients or materials in baking products the children can then take home.

Activities for pupils that take place Outside School Hours (non-residential). The full cost to each pupil of activities deemed to be optional extras taking place outside school hours. Where a charge is made, the total collected will not exceed the cost of providing the activity. Parents will not be asked to subsidise costs to other pupils – they will only pay the cost of the activity per head. Such costs may include staff to provide the optional activity, materials or equipment provided in connection with the activity and transportation to the activity.

Residential School Journeys in School Hours An appropriate cost to each pupil for all approved activities. Charges may be made to cover the full unit cost of board and lodging per pupil, except for pupils who are entitled to remission.

No charge will be made for travel costs if the residential is within school hours, however voluntary contributions may be sought for this and other activities which are provided.

The school will endeavour to bear some of the costs of school journeys such as coach transportation and will actively seek charitable grants and bursaries to support such activities.

Music Tuition within School Hours

Charges may be made for instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, unless such tuition is an essential part of the provision to meet the requirements of the National Curriculum

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Breakfast Clubs A charge may be made for breakfast clubs

Damage to Property and Breakages

The school may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property (and that belonging to a third party where the school has been charged).

General The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents and others to make a Voluntary Contribution towards the cost of additional activities which take place in school time to enable school funds to go further. Parents may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

REMISSIONS and CONCESSIONS Where the parents of a pupil are in receipt of Income Support or Income Based Jobseekers Allowance (or other support payments recognised by current legislation), the Governing Body may offer to remit in full or part the cost of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body may wish to remit in full or in part the cost of other activities for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part.

The Head teacher in consultation with the Chair of Governors will make authorisation for such remission.

The school may also choose to subsidise, in full or in part, charges for certain activities and pupils eg, for siblings.

VOLUNTARY CONTRIBUTIONS

The School may invite parents to make a voluntary contribution towards activities which are exempt from charging.

Where the school does ask for voluntary contributions, children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from an activity if their parents do not contribute.

West Melton Primary School



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If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

The Governing Body will review this policy on an annual basis.

Policy approved by the Governing Body

Date.....3.3.16.....Signed	Chair of Governors
		Mrs R. Peel
	Head Teacher
		Mrs. Z. Norris