

WELLINGTON PRIMARY SCHOOL



CHARGES & REMISSIONS POLICY

	Print name	Date Approved	Review Date
Headteacher	Mrs Joy Wood	November 2022	November 2023
On behalf of Governing Body	Mrs Divinder Purewal		

Rationale

Children's development and learning is enhanced by the provision of a variety of experiences beyond the normal school environment.

Educational visits, in-school performances and visiting speakers are valued both as learning experiences themselves and as enriching on-going learning in the classrooms.

Aim

1. To inform parents of the statutory requirements regarding charges and remissions.
2. To clarify the situations in which charges and remissions apply.

Responsibilities/Guidelines

The Governing Body of the School are responsible for determining the content of this policy and the Headteacher for implementation.

1. All educational visits which take place during the school day will be funded by voluntary contributions. No child will be excluded from the visit on the basis of whether parents have made a voluntary contribution. However, if a significant percentage of the cost is not covered, then visits may need to be cancelled.
2. Speakers and performances within school will be funded by voluntary contributions. No child will be excluded on the basis of whether parents have made a voluntary contribution. However, if a significant percentage of the cost is not covered, then speakers and performances may need to be cancelled. Where the budget permits, the school will subsidise these curriculum events.
3. Board and lodgings for residential trips will be charged appropriately.
4. Charges may be made for materials/ingredients for baking, sewing, woodwork etc. where parents have indicated in advance a wish to own the finished product.
5. Fines may be imposed for loss, breakage or damage to materials equipment and buildings, where it is deemed to have occurred through a deliberate or negligent action.
6. Activities such as choir and multi-sports which take place during the lunch hour or after school are deemed to be extra-curricular activities. Parents will therefore be expected to provide the appropriate equipment for their child - or a charge will be made if any items are to be ordered through school. A charge may be made to cover the costs of staff time where this is incurred, or the costs of an external provider.
7. Charges at cost will be made for copies of documents and information for parents, other than those which statutorily must be provided free of charge.
8. Any visits which do not fall within these guidelines will be subject to the LA's Charging & Remissions Policy.
9. This policy is open to amendment in light of changing school circumstances or alterations to LA policy.

Remissions

Every effort is made to minimise charges to parents. However, where charges are made the school will consider remitting charges, where the budget permits, in the following instances:

- Where the parent is in receipt of one of the following support payments, the Headteacher will **consider** confidential applications for the remission of charges in part or full, if the activity is deemed to take part within school hours or where it forms part of syllabus for the National Curriculum.
 - The relevant support payments are:
 - **Universal Credit**
 - Income Support
 - Income Based Jobseeker's Allowance
 - Support under Part VI of the Immigration and Asylum Act 1998
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the limit as assessed by the Inland Revenue
 - Guarantee element of State Pension Credit
- In other circumstances in which a charge would normally be levied, the school may remit charges when family hardship would otherwise make it difficult for pupils to take part in these activities. The school will work with external organisation to seek funding to assist in this.

Authorisation for remission will be made by the Headteacher.