

# WELLINGTON PRIMARY SCHOOL



## CHARGES & REMISSIONS POLICY

	<b>Print name</b>	<b>Date Approved</b>	<b>Review Date</b>
<b>Headteacher</b>	Mrs Joy Wood	20 <sup>th</sup> November 2017	November 2018
<b>On behalf of Governing Body</b>	Mrs Emma Gooding- Brown	20 <sup>th</sup> November 2017	November 2018

## **Rationale**

The governing body of Wellington Primary School adopts the Charges and Remissions Policy of Bradford MDC Local Authority ('LA').

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

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

## **Purpose**

1. To inform parents of the requirements of the 1988 Act regarding charges and remissions.
2. To clarify the situations in which charges and remissions apply.

## **Guidelines**

1. Residential Trips - e.g. to Ingleborough, which take place at weekend will be charged appropriately.
2. All Educational Visits which take place during the school day will be funded by voluntary contributions. No child will be excluded from the trip on the basis of whether parents have made a voluntary contribution. However, if costs are not covered, then trips will be cancelled.
3. Speakers and performances within school will be funded by voluntary contributions. No child will be excluded. However, if costs are not covered, the performance may be cancelled.
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 careless or deliberate 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.
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 Governing Body will remit charges in the following instances;

- Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will consider confidential applications, made to the Head teacher, for the remission of charges in part or full, 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 in which a charge would normally be levied, the Governing Body 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.