



# Short Wood Primary School

## Charging and Remissions Policy

Date of Policy creation	November 2015
Policy lead	Joy Murray
Date of Policy adoption by Governing body	10.12.2015
Frequency of review	Every 3 years
Review due	November 2018



## **Introduction**

At Short Wood Primary School education during school hours is free; we do not charge for any activity undertaken as part of the National Curriculum

We aim to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences including visits and visitors. These take place both on and off the school site and are chosen to support the children's learning and the school's ethos.

The Education Act 1996 and guidance from the DFE "Charging for School Activities" October 2014 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours or in support of any activity organised by the school whether during or after school hours. We aim to find a balance between maximising the number of these additional beneficial activities and minimising the financial burden on families.

Parents are encouraged to discuss with the Headteacher in confidence any concerns they may have with charging arrangements.

## **Purpose**

In accordance with the Education Act 1996:

- To clarify the activities for which charges can be made or voluntary contributions sought
- To ensure that activities offered in school time are available to all pupils regardless of their parents or carers ability or willingness to help meet the cost.

## **Voluntary Contributions on Educational Visits**

Short Wood Primary School will invite parents to make a voluntary contribution towards the cost of educational visits or trips which enrich the curriculum and enhance the educational experience for our pupils. If we do not receive sufficient voluntary contributions activities may have to be curtailed or cancelled. No pupil will be prevented from participating because his or her parents are unable or unwilling to make a contribution.

From time to time we may invite a Theatre Company, Artists, Historians, Musicians or Story Tellers into school to lead activities during the school day. Parents may be invited to make a voluntary contribution towards the cost of such activities.



Where parents are invited to make a contribution whether during or outside the school day, the charges will be based on the actual costs incurred, divided by the total number of pupils participating.

There will be no levy on those who make a contribution to support those who are unable or unwilling to make a contribution.

### **Extra -Curricular Clubs**

We offer a wide variety of Extra-Curricular Clubs which are provided by staff on a voluntary basis. There will be no charge for children to attend these Clubs.

### **School Meals**

Children in Reception and KS1 are entitled to Universal Free School Meals.

There is no charge for children who are entitled to Free School Meals, qualifying benefits are Income Support, Employment and Support Allowance (income related), Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190, Income based Jobseekers Allowance, Guaranteed Element of State Pension Credit, Support under Part V1 of the Immigration and Asylum Act 1999.

The charge for pupils who are not entitled to a free school meal is set by Telford and Wrekin Council Catering Team.

### **Residential Visits**

Children in Year 6 are given the opportunity to go to Arthog, the Outdoor Adventure Centre in North Wales for 5 days. Charges will be made for this visit, except for pupils whose parents are in receipt of eligible benefits (listed above). The charges for board, lodgings, transport and activities are set by the Arthog Centre. School will endeavour to help families experiencing financial difficulties. Parents finding themselves in this situation should speak to the Headteacher in confidence.

### **Music Tuition**

All children study Music as part of the normal school curriculum.

A charge will be made for tuition for individuals or groups provided by Peripatetic Teachers from Telford and Wrekin Music Service.

### **Uniform and Book Bags**

Short Wood Primary School sells high quality uniform and book bags which bear the school logo. The cost of the uniform and bags is maintained at the lowest possible level however full payment must be received at the time of ordering.



### **Damage or Loss to Property**

In cases of wilful or malicious damage to school premises, furniture, equipment or materials or loss of school books on loan to children the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge for some or all of the cost of repair or replacement. Each incident will be dealt with on its own merit and at their discretion.

### **Breakfast and After School Club**

Short Wood Primary School is committed to providing high quality Wrap Around Care. Charges will apply for his provision, the fee will be fixed and reviewed by Governors to ensure that the Clubs are self-financing but not profit making.

The fee for both Clubs is chargeable for absences due to sickness and other reasons and fees should be paid for the full week at the start of the week.

Seven days' notice must be given of cancellation of a place.