

Woodland Community Primary School



Charging and Remissions Policy

Introduction

This policy has been formulated in accordance with the authority's guidance on charging for school activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The governing body of Woodland Community School is responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and the governing body.

School trips/visits and activities during school time – voluntary contributions

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the cost will be met solely by school.

Residential Visits – Charges

If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability at the start of each academic year and a charge is made for these lessons. Lessons will not continue if there are outstanding monies, payment must be made on a weekly basis.

Swimming

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming.

Out of School Clubs and Activities

The school offers a range of after school clubs and there is no charge for these clubs.

Breakfast club

We run a breakfast club every morning during term-time and there is a charge for this which is payable on a weekly basis. Parents are expected to sign a contract in relation to the offer of places and if payment is not made the place in breakfast club will be withdrawn. The school may refer debts to the Local Authority for recovery.

Loss of/damage to school property

Parents/Carers may be asked to meet the cost of repair/replacement of school property that is lost or damaged for example, reading books.

Certifying official documents/ Letters to other agencies

School staff will not certify official documents for parents or other stakeholders/service users for example, passports or Home Office Documentation.

Date of Policy approval: 04/10/2018

Date of Policy Review: Autumn 2019

Policy approved : _____ (Chair of Governing Body)