



**Westwood C.P. School, Buckley  
Ysgol Gynradd Westwood, Bwcle**

**CHARGING AND REMISSIONS POLICY**

**Introduction**

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

**Main Aim**

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

**Guidelines**

The Governing Body of Westwood is responsible for determining the content of the policy and the Headteacher for its implementation. Any decisions with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

**Prohibition of Charges**

Legislation states that voluntary contributions can be asked for, however, children of parents who are unable, or unwilling, to contribute may not be discriminated against.

The Governing Body of Westwood recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum,
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

**Where charging is permissible under the 1996 Act, the Governing Body will request a payment to cover the actual cost of the activity.**

**Alternatively, Governors may request voluntary contributions on the understanding that children will not be excluded if no contribution is made. However, a trip or event may have to be cancelled for all pupils if the voluntary contributions do not cover the vast majority of the trip/ event.**

## **Charges**

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) optional activities outside school hours and not a requirement of the National curriculum or religious education, to cover:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
  - (vi) heating & lighting if necessary
- (c) individual tuition in the playing of a musical instrument
- (d) materials for practical subjects provided that parents have agreed in advance of the beginning of the project
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs
- (g) activities by third parties: any request by outside bodies to use the school premises will be considered individually, on its own merits, and charges levied accordingly, so that no cost will be incurred by the school itself

The advice of the LA will be sought to determine the charges necessary for heating, lighting and any extra time worked by the Caretaker.

All persons involved in any activities on school premises must provide proof of adequate insurance cover for themselves and school property

Any extra charge may be requested by the Governors, from any outside bodies, as a donation for school funds.

## **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The school will offer a reduced cost of a school trip under the heading of "remission"£. This amount will be determined on a trip-by-trip basis and will take into account other financial commitments from the Pupil Deprivation Grant. A remission will be a percentage off the full cost of a residential trip. The relevant support payments are either within the umbrella of Universal Credit indicated below:

- a. Income Support
- b. Income Based Jobseeker's Allowance
- c. Support under part VI of the Immigration and Asylum Act 1999
- d. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed a specified amount

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- \* Educational visits and school trips to cover the actual costs of any entrance fees and/or transport

Although parents will be informed of the following two points, the governors encourage all parents to make an attempt to contribute the requested amount in full or part of:-

- a) the contribution is genuinely voluntary and a parent is under no obligation to pay and
- b) registered pupils at the school will not be treated differently if their parents are unwilling or unable to make any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

A letter asking for a voluntary contribution will clearly state that;

*“the amount is set per child; if insufficient funds are raised the Headteacher reserves the right to cancel the activity.”*

The governors endorse the decision made by the Head Teacher to cancel a trip or activity if insufficient voluntary funds are not raised, or school fund cannot fund the activity.