

# WILLOW LANE COMMUNITY PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY



### Mission Statement

The children are at the heart of everything we do at Willow Lane Community Primary School and they are happy, creative and achieving well academically. They are encouraged to learn to the best of their abilities and we also want them to have fun along the way – to understand nature by growing vegetables and exploring the wildlife area, to develop confidence through drama and singing, to nurture independence through problem-solving and to develop positive human values by caring for each other and making links in the local community which we are proud to serve. We know that children learn – academically, socially and morally – when they are emotionally engaged and that is why we ‘teach to the heart’.

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Written by:	MM
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# **WILLOW LANE COMMUNITY PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY**

## **INTRODUCTION**

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis. The Governing Body recognises the valuable contribution that the wide range of additional activities makes towards the children's personal and social development eg local trips, visitors, hatching eggs, trips to museums and residential experiences. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children. Furthermore, we believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

## **CHARGING POLICY**

### **Activities without charge**

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities – such as class visits to museums, places of interests, farms etc - to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

Where contributions are asked for, the aim is to meet and not exceed the cost ie the school does not aim to profit from any voluntary contributions.

### **Chargeable Activities**

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
  - (a) part of the National Curriculum;
  - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
  - (c) part of religious education.
- board and lodgings on residential visits (subject to remission arrangements).
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- day care facilities

In this school, the most significant chargeable activities are residential trips – including Tower Wood and London – which the school subsidises for all children.

### **Remissions Policy**

- There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. In these situations, or where the parents of a child are unable to meet any of the charges, they can apply in confidence to the headteacher for the remission of charges. The decision on remission of charges in part or full remains with the headteacher.