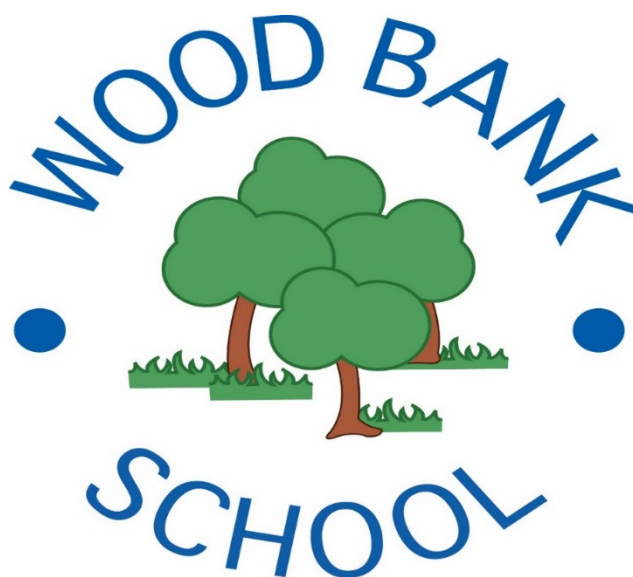




# WOOD BANK SCHOOL



## CHARGES, VOLUNTARY CONTRIBUTIONS & REMISSIONS POLICY

Ratification Date	January 2019
Review Date	January 2021
Signed (Headteacher)	
Signed (Chair of Governors)	

## Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need, whatever their age, gender, background, beliefs or abilities. National legislation regarding disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

## Philosophy

We are aware that under the Education Reform Act 1988 no charge can be made for education in school hours and that every child has the right to receive free school education. Also, we believe this policy complies with the Education Act 2002.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities. Therefore, any activity which takes place mainly during school hours, or is an essential part of the curriculum, will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits, which will enrich the curriculum and the educational experiences of children.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

## AIMS

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To work with other schools in order to share good practice in order to improve this policy.

## Procedures/Practice

### **CONDITIONS WHEN CHARGES CANNOT BE MADE**

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours
- for the National Curriculum programme out-of-school hours
- part of a syllabus for an agreed examination for a pupil
- for statutory religious education
- for musical tuition as part of the National Curriculum
- for education provided on any educational visit during the school day
- for education provided on any educational visit outside school hours
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils
- for the entry to public examination which is on the prescribed list
- examination re-sits

Charges for transport **cannot** be made when:

- transporting pupils to or from the school premises
- transporting pupils to other premises where arrangements have been made for them to be educated
- a pupil needs to sit an examination
- an educational visit has been planned

### **CONDITIONS WHEN CHARGES CAN BE MADE**

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment
- a pupil fails to meet any examination requirement of a syllabus
- the school has not prepared a pupil for an examination
- property or equipment has been damaged as a result of a pupil's behaviour

### **CHARGING FOR OPTIONAL EXTRAS**

Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs
- an activity that takes place outside school hours
- any activity provided they do not exceed the actual cost of the activity
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education

- the cost of board and lodging on a residential visit
- transport provided for any activity
- musical tuition that is not part of the National Curriculum

### **SUPPORT FOR PARENTS/CARERS**

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;

### **VOLUNTARY CONTRIBUTIONS**

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;
- that a school fund will assist those parents who are unable to pay voluntary contributions

### **REMISSIONS**

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

### **Responsibilities for Leading, Monitoring & Evaluating**

**The Governing Body has:**

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- responsibility for ensuring that the school complies with all equalities legislation
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

**The Headteacher will:**

- ensure all school personnel, pupils and parents are aware of and comply with this policy
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy

**Related Legislation/Documentation/Policies**

This policy relates to the following;

- Education Reform Act 1988
- Education Act 2002
- Equality Act 2010