



Policy Review

This policy will be reviewed by the Governing Body according to the policy cycle review.

The policy was last reviewed and agreed by the Governing Body on March 2018.....

It is due for review April 2020.....

Headteacher

Date:- 2.02.2018

A handwritten signature in black ink, appearing to be "J. R.", written in a cursive style.

Chair of Governors

Date:- 2.02.2018

A handwritten signature in black ink, appearing to be "Hewings", written in a cursive style.

WESTFIELD CP SCHOOL

Charging Policy

The staff and Governors of Westfield CP School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during schools hours;
- school equipment;
- school funds generally.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit and sometimes school fully funds the trip. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. The list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips
- musical events.
- Visitors to school e.g. Victorian, Tudor, Viking days

Residential visits

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, 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 the charge for board and lodging:

- Income support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed £14,495 (2007-08)
- the guaranteed element of State Pension Credit

Music tuition

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

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits may get help with payment. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school currently organises swimming lessons for children in Years 3 and 4. These take place in school time during spring term. We ask parents to make a voluntary payment for these lessons to cover the cost of specialist tuition and on occasion transport. 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 lessons. No child is excluded from these lessons because of an inability to pay.

Breakages and Lost or Damaged Books

Where a child's actions incur extra costs to the school, be breakage of equipment, damage to premises, loss or damage to text books or library books, parents will be invited to pay a contribution to cover the whole or part of the cost.

Extra Curricular Activities

The school will endeavour to offer the children a range of optional extra curricular activities to widen their experiences e.g. French club, art, netball, hockey, football, dance, rounders, writing club, multi sports clubs. Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

Design Technology

At the present time the school does not charge for Design Technology projects.

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Headteacher. The final decision with regard to assistance payments lies with the Headteacher.

Refunds and Repayment

Where an activity makes a surplus, refunds will be issued by Finance Secretary/Secretary surplus of 5% or more of the total cost per person or £5 or more per person.

Payment made for trips, swimming etc., will not be refunded as the costing for the trip will have already been calculated.

Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Policy Agreed by the Governing Body on _____

Signed _____ (Chair of Governing Body)

Review Date _____