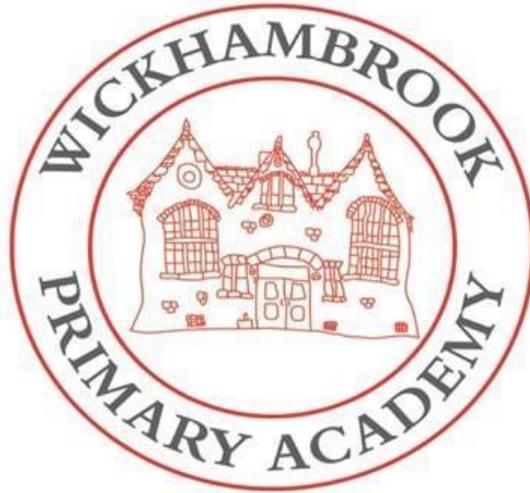


Wickhambrook Primary Academy



'Striving for excellence, creating a limitless future'

Charging and Remissions Policy

Last reviewed: Autumn 2018

To be reviewed by: Autumn Term 2019

1 Introduction

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Governing Body aims to promote and provided such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2 Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

2.1. School Journeys in School Hours

The board and lodging element of residential activities deemed to take place within school hours except for those pupils whose parents are in receipt of:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (TC 602), no working Tax Credit and an annual income that does not exceed £13,230
- Supported under Part VI of the Immigration and Asylum Act 1999

2.2. Activities outside School Hours

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours such as theatre trips and school discos.

2.3. Materials & Equipment

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take, place outside school hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply school uniform including P.E.Kit). The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology products.

2.4. Examination Fees

Where a pupil has not been prepared for a public examination by the school or where the school has provided no further preparation for a re-sit, the Governing Body may make a charge for the cost of entering the pupil for the examination if previously agreed by the parents.

If a pupil fails without good reason to complete the examination requirements for a public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent as a civil debt.

2.5. Music Tuition

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

2.6. General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

3. Remissions

The Governing Body may, from time – to - time, decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion.

Those families in receipt of Free School Meals will receive free 1-day educational visits and a 50% discount on residential trips of more than 1 day. Furthermore, these families will be entitled to 1 paid club per term free of charge.

Note that Free School Meals (FSM) are not to be confused with the 2014 Universal Infant Free School Meals (UIFSM) Government initiative, providing all EYFS and Key Stage 1 pupils will a free school meal.

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or ViceChair of Governors.

Monitoring and Review

This policy will be reviewed in line with the school's policy review cycle.

Chair of Governors..... Rachael Ward

Autumn 2018

Minuted: 12th December 2017

Date of Review: Autumn Term 2019