

WELTON PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

AIM

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

CURRICULUM ACTIVITIES

- Curriculum Activities
Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay, but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
- Residential Trips – Board and Lodgings
To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission.
- Any insurance costs will be included in charges for trips and activities.
- General Lesson Costs
To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.
- Music Tuition
To require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service.
- Freedom of Information
Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Please see a copy of our Freedom of Information Policy to view costs incurred with copying information.

If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (eg printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

NON CURRICULUM ACTIVITIES

- Non Curriculum Trips and Activities
To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.
- School Property
To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.
- Private Lettings
To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Head Teachers/Finance Manager's discretion.

STATUTORY REMISSION

Statutory remission is given to those parents who are in receipt of either:-

- Income support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HM Revenue and Customs)
- Guarantee element of State Pension Credit.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

_____ Head Teacher

_____ Chair of Governors

Agreed at the meeting held on _____