



## **WRAY COMMON PRIMARY SCHOOL**

### **CHARGING AND REMISSION POLICY**

#### **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and educational visits, can make towards pupils' personal and social development. It aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

#### **Charges**

The School will charge for 'optional extras' which can be summarised as follows:-

- Educational experiences provided outside of school time.
- Board and lodging for a pupil on a residential visit.

Participation in any optional extra activity is on the basis of parental choice and a willingness to meet the charges. The cost of these 'optional extras' may include an amount for any materials, books, instruments or equipment provided in connection with the activity as well as an amount for staff employed specifically to provide the optional extra.

Any charge made in respect of individual pupils will not exceed the actual per pupil cost of providing the activity.

The school may also charge for any materials, books, instruments or equipment in cases where a parent wishes their child to own them.

Parents will be charged for any damage to or loss of school property caused wilfully or negligently by their children.

#### **Remission**

Where parents/carers can provide evidence of receipt of the following benefits, the cost of board and lodgings for any residential activity that is organised for the pupil if the activity is deemed to take place within school hours does not have to be paid for;

- Income Support
- Income-Based Jobseekers Allowance
- Support provided under Part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2014/15)
- State Pension Credit, where the parent is in receipt of the guarantee credit
- Equal Based Jobseekers Allowance/Employment and Support Allowance.
- Working Tax Credit 'run-on'
- Universal Credit

In other circumstances, there may be cases of family hardship which make it difficult for children to take part in particular activities for which a charge is made. When arranging a chargeable activity,

the school will invite parents/carers to apply in confidence for the remission of charges in part or in full. The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission.

### **Voluntary Contributions**

Nothing in legislation prevents the school from asking for voluntary contributions for the benefit of the school or for any school activities.

Voluntary contributions may be sought for additional activities such as class day trips and visits to the school by musicians, authors, drama companies and similar groups.

Voluntary contributions may be sought for other costs which will be incurred as part of residential trips such as travel costs, entrance fees etc.

If Voluntary contributions are sought it should be noted that:

- There is no obligation to contribute
- All pupils will be treated alike, whether or not their parents/carers have made any contribution in response to the request
- If insufficient contributions are received to fund the activity, it may have to be cancelled.

Parents/carers have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

### **School Fund**

At the beginning of each academic year, parents/carers are invited to make a voluntary contribution towards the School Fund. They are given the option to pay for the year, twice a year or monthly. This contribution is used in a variety of ways for the benefit of the children.

### **On-line Payment system**

The school's on-line payment system provided by Tucasi gives parents/carers the option to pay for any voluntary contributions with their credit or debit cards. When a trip or visit is set up on the system, the voluntary contribution amount will show as owing on the parents/carers' accounts for those pupils the trip or visit is being arranged for. This does not in any way suggest that the contribution is compulsory and the amount owing will be cleared by the end of the term following the term that the trip/visit was arranged for.