



Westwood with Iford Primary School

## **Charging and Remissions Policy**

### **Introduction**

The Governing Body believes that the students' experiences are enriched and the education provided by the school is broadened by activities that take place outside the school grounds.

Several activities, such as a visit to Westwood Manor, may not involve extra costs. Other activities such as a trips to a museum, theatre visit, or a residential trip will be costly and the school does not have the funds to pay for all students to participate therefore sufficient funds will be requested from parents/guardians to cover the cost.

### **Legal Position**

The Education Act 1996 sets out the legal framework for charging for curricular activities.

All charges made by the school must be by voluntary contribution for activities that are directly involved with the curriculum. No student can be excluded from an activity because they or their parents/guardians are unwilling or unable to pay.

The exceptions to the general rule are:

- (i) residential visits, when the school can charge for board and lodging
- (ii) individual and small group music tuition, which can be charged at cost.

### **Approach of the School**

#### **Curricular Activities**

Clearly there could be difficulties if some parents were prepared to make a voluntary contribution and others were not as the school receives no extra funding to cover the cost.

The school will ask for voluntary contributions from parents/guardians when, as part of the curriculum, the school organises a visit (either inside or outside normal school hours) which cannot be financed from the school's delegated budget.

Contributions will be voluntary and fixed at a level to fully fund the activity. If insufficient contributions are received to cover the cost of the activity, the event will be cancelled. If children are absent on the day of the visit, refunds can only be given for entrance fees not charged, but not for coach transport.

The school reserves the right to cancel any planned visit if the parental contributions are such that costs incurred by the school in such a context prove prohibitive.

The school will consider requests for financial help from parents who are in receipt of relevant support payments and will provide assistance within the limits of its budget. No student will be denied an activity because they or their parents are unable to afford the voluntary contribution. Details of assistance will be offered, in confidence, from Mr Ian Rockey, Headteacher.

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on parents/guardians' finances, therefore activities costing in excess of £100, such as the residential trip, can be paid for in instalments.

In the event that an activity generates an unexpected surplus the school will consider making a refund if the surplus exceeds £5.00 per student for day visits and £10.00 per student for residential visits. Surplus amounting to less than this will be used to support students in the future who may be unable to meet the cost of paying for school activities.

### **Non Curricular Activities**

Where a non-curricular activity is being offered to students the full cost must be met by the parents/student.

Charges for such activities will generally include an initial, non refundable, deposit. This deposit will be to cover external agency charges and internal administration costs incurred in organising the trip. The remaining balance may be paid by regular part payments; however, the full cost of the activity must be paid before the date of that activity.

If, having signed up to go on a trip, a student changes their mind and withdraws for no good reason, ***the deposit will be lost but if a replacement is found to go on the trip the balance of the cost will be refunded. If no replacement is found, there will be no refund.***

The school reserves the right to exclude a student from an activity if their inclusion is deemed inappropriate. In these circumstances all payments will be refunded less an administration fee.

### **Basic Materials**

Students who are given school equipment are expected to look after it as though it was their own. Loaned school equipment that is lost or damaged must be paid for.

Throughout the school students are asked, on a voluntary basis, to supply materials for practical subjects. We expect parents to continue this well established practice. The school will try to ensure that the materials required are of a reasonable cost. For parents who are unable to afford the material the same remission arrangements given above will apply.

### **Damage**

If students cause damage to the school, staff will determine whether it was a genuine accident or the damage could have been avoided. If the damage is caused by a student or a group of students behaving unreasonably, a charge will be made to cover the cost of the repairs.

Date agreed by Governors: November 2017

Review date: November 2020