



Witton Church Walk CE Primary School
Charging and Remissions Policy 2019
(Curricular and Extra-Curricular Activities)

'Where Every Door is Opened and Every Gift is Unlocked'

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for 'Everyday Excellence' and believe in themselves in order to achieve their full potential

Our school works within the recommendations of The Equality Act 2010.

The objectives of the charging provisions of the Education Reform Act 1988 and consequently The Education Act 1996 are:

- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give Local Authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm the right of Local Authorities and school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

In accordance with the above legislation, the schools policy is to charge for the following activities:

1. Board and lodgings on residential visits.
2. Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless this is provided as part of the syllabus for prescribed public examination or is required by the National Curriculum).
3. Activities which take place wholly or mainly outside school hours (as defined in the legislation) which are not provided as part of the syllabus for a

- prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
4. Ingredients and material for cooking and CDT (Craft Design and Technology).
 5. The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours.
 6. Re-sits of prescribed public examinations where no further preparation has been provided by the school.

Remission Policy

Pupil Premium is additional funding which the Head teacher uses to support eligible pupils to narrow the gap in all aspects of school life between them and their peers. Part of the child's pupil premium may be used to fund the remission if deemed appropriate by the Head teacher. Case studies will be presented to the Governing Body each year in July so that they are able to fully understand this discretionary use.

Any requests or invitation to contribute will not involve the relevant parents' child from being treated differently from any other child at the school.

Policy for funding activities for which the costs cannot be met from the school's budget

During any school year visits from time to time will need to be organised to deliver the national curriculum. Since it will be impossible for the school budget to meet the costs incurred by visits of this nature, the school will endeavour to obtain payment through appealing to the parents for voluntary contributions. Parents have a right to know how each trip is funded. The school can provide this information on request e.g. the cost for coach hire, workshop costs etc. *Any requests or invitation to contribute will not involve the relevant parents' child from being treated differently from any other child at the school.* However, if not enough voluntary contributions come into school, the school will cancel the visit.

The Education Act 1996 draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self explanatory.

Relating to school trips and children who are eligible for free school meals or where there is known to be financial difficulty within the family; the Governing Body delegates the responsibility to the Head teacher to make the decision to pay some or all of the voluntary contribution requested by the school, from the school budget. The Head teacher must be reasonably certain that there is real financial difficulty and that the support is necessary to maintain the financial viability of the school visit. Each case will be considered individually. Parents are invited on the initial letter to discuss any financial difficulties with the Head teacher.

Optional Extras

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

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport

Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1 – visit during school hours

Pupils are away from noon on Wednesday to 9.00pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2- visit outside school hours

Pupils are away from school from noon on Thursday until 9.00pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

The school organises residential trips for pupils. The cost of this trip includes board and lodging, transport, insurance, materials, entrances to any sites visited and charges for any activities to be experienced.

- Parents will be given the option of a payment plan to spread the costs of the residential visit
- Relating to residential visits and children who are eligible for Pupil Premium, free school meals or where there is known to be financial difficulty within the family; the Governing Body delegates the responsibility to the Head teacher to make the decision to pay some or all of the voluntary contribution requested by the school, from the school budget. The Head teacher must be reasonably certain that there is real financial difficulty and that the support is necessary to maintain the financial viability of the school visit.
- Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodgings. This is with the exception of pupils whose parents are receiving the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (with household income less than £7400 a year after tax and not including any benefits you get)

Swimming

The school organises swimming lessons for Key Stage 2 children. Lessons take place in school time and are part of the national curriculum. School pays for the provision of a lifeguard, specialist teachers and the hire of the pool itself. There is no cost to pupils for swimming. The school reserves the right to charge for transport.

Music Tuition

All children study music as part of the normal school curriculum. Extra curricular lessons are provided by an outside company. The payment for this is a contract between parent and company.

Lunch time and After School Sport and Creative Activities

The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these.

Breakages and Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any items such as:

- Broken windows
- Defaced, damaged or lost text books
- Replacement of reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour
- Tablets and iPads

Special Needs

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Third Parties

Third parties i.e. school photographer, school book club etc may make a charge provided parents of children are not under any obligation to receive the service/product etc.

The following information will appear on all visits/trips letters.

'The school believes wholeheartedly in the value of these experiences and subsidises whenever possible in an attempt to ensure that these opportunities are accessible and affordable to all. However, the school seldom has the financial resources to pay the full costs. Consequently, a voluntary contribution is normally requested from parents/carers. Please note that without all such voluntary contributions, this visit may have to be cancelled.'