

WOODRIDGE PRIMARY SCHOOL – GOVERNING BODY **CHARGING AND REMISSION POLICY**

INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The school will not charge for any activities taking place in school time with the exception of individual music tuition and board and lodging for residential trips (see below).

The school, however, is permitted to ask parents for voluntary contributions for any activity, whether in or out of school time, and for school equipment and school funds. On the occasions when a voluntary contribution is requested it is emphasised that there is no obligation to contribute. No pupil will be treated differently according to whether or not their parents have made a contribution. If insufficient contributions are received for a particular event or activity then it may be cancelled.

CHARGES

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

- **School Journeys in School Hours**

The board and lodging element of approved residential activities deemed to take place in school hours. (eg. Residential School Journey)

- **Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours. (eg. Clubs and The Southover Sleepover)

- **Individual Instrumental Tuition**

The cost to the pupil for providing any instrumental tuition not part of normal LEA peripatetic provision. A charge will be made for individual instrumental tuition, including the costs of the teacher, sheet music, insurance and instrument hire where the teaching is not an essential part of the National Curriculum or part of a public examination syllabus taught by the school.

- **Damage or loss of school property**

The cost of repair or replacement, resulting from wilful damage or loss of school property by a pupil will be charged to the parents of the offending pupil.

VOLUNTARY CONTRIBUTIONS

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for voluntary contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Swimming Lessons
- Transport on trips
- Activities to enhance the curriculum (eg. Workshops and speakers)
- Admission charges
- Ingredients and materials if the finished product is to be taken home or consumed by the pupil at school
- Specialist visitors to school including drama and dance groups

GENERAL

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. The Governing Body may also on occasion invite parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

REMISSIONS

The Governing Body will offer to remit part of, or the full cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum to families in receipt of the following support payments:

- Income Support
- Income based Jobseeker's Allowance support under Part 3 of the Immigration and Asylum Act 2002
- Child Tax Credit where the parent is not entitled to Working Tax Credit
- Universal Credit

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the headteacher in consultation with the Chair of Governors.

The head teacher may apply in confidence to the Woodridge School Association for

assistance to support eligible pupils. The Woodridge School Association is committed to giving this assistance and is unaware of the identity of supported pupils.

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