

WATLING STREET PRIMARY SCHOOL

Charging and Remission Policy

Introduction

The Local Authority states that “it is the right of every pupil to receive free school education and that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents’ ability or willingness to help meet the costs. Whilst recognising that the Education Reform Act gives school powers to invite voluntary contributions for the benefit of the school or in support of any activity organised in the school, whether during or outside school hours, the Authority nevertheless trusts that schools will not abuse this power and that they will always take particular account of pupils whose families are suffering financial hardship. Schools are expected, in drawing up their own policy statement, to base their decisions on educational grounds and to ensure that any activities which are deemed to take place mainly or wholly in school hours do not disrupt pupils’ education.”

Policy Statement

1.1 Practical Subjects

Where parents have indicated in writing that they wish to own a finished product, the school will make a charge. This charge shall not exceed the cost of the materials used by the pupils. The same principle will apply to extended activities such as cooking.

1.2 Transport

In respect of pupils who attend this school on work experience, families will be expected to meet the cost of travel.

1.3 Optional Extras

A charge may be made for optional extras provided wholly or mainly outside school hours, except where such activities are provided:-

- i. To fulfil any requirements specified in the curriculum for a prescribed examination.
- ii. Specifically to fulfil statutory duties relating to the National Curriculum
- iii. Specifically to fulfil statutory duties relating to Religious Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from parents that they are willing to pay charges. The charge per head will not exceed the actual cost of providing the optional extra, divided equally by the number of participating pupils, and may include elements for:-

- a) A pupil’s travel costs.
- b) A pupil’s board and lodging costs*
- c) Entrance fees to museums, castles theatres etc.
- d) Insurance costs.

e) Work Sheets

*A charge may be made for board and lodging in connection with residential activities. The charge will not exceed the actual cost of providing board and lodging and prior written confirmation will be sought from parents that he/she is willing to pay the charge.

1.4 Musical Instrument Tuition (except where i, ii and iii of 1.3 apply)

Group tuition is free. A charge may be made for individual musical instrument tuition, whether inside or outside school hours. Written confirmation will be sought from the parent that they are willing to pay the charge. The charge will include the cost of the teacher (based on a pro-rata calculation of salary) and, where appropriate, the cost of sheet music and hire and insurance of the instrument. The charge will be collected by the school and forwarded to the Authority.

1.5 Breakages

Parents will be asked to pay for the cost of replacing broken windows or damaged books etc, where this is a result of pupils' irresponsibility.

1.6 Private Phone Calls and Photocopying

The following charges will be made for private phone calls and photocopying:

Phone calls	20p
Photocopying	5p

1.7 Exemption

Charges will be waived for disadvantaged pupils and those families suffering hardship. The cost of any chargeable activities, equipment, uniform etc. will be covered with funding from the Pupil Premium Grant.

Reviewed by Governors 20th November 2017