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City Community Learning Trust

GOVERNORS' CHARGING & REMISSIONS POLICY

This guidance has been written to provide an at-a-glance information and complements the information in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but is not a substitute for those terms.

The Governing Body of Woodthorpe Primary School recognises the valuable contribution that the wide range of additional activities, including day visits, 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.

CHARGES

General

the school provides all the books and equipment necessary to study the school's curriculum. From time to time, children are given the opportunity to enrich this learning and to take part in extra curricular activities, for which a voluntary contribution is requested from parents/carers. There will be no obligation for parents/carers to pay this. We would be unable to provide these activities without the willingness of parents/carers to make such voluntary contributions towards the cost. In particular, residential visits would not go ahead if insufficient voluntary contributions are made.



School visits

We often arrange visits for the children in connection with the topic they are studying. Some of these visits are local and cost very little whilst others are further afield. Whenever we organise such a visit, we request that parents/carers make a voluntary contribution towards the cost. If insufficient contributions are pledged, we would be unable to continue with the visit. Families who do not meet the remissions criteria but who are experiencing financial difficulty should approach the Headteacher to discuss paying in instalments.

Residential visits

We endeavour to provide the opportunity of residential visits for our children. If a parent of a child has difficulty in paying, then they are invited to contact the Headteacher in confidence. Prior to a visit all parents/carers are given the opportunity to pay for the visit in instalments. Due to the higher costs involved in residential visits, the visit would need to be cancelled if insufficient voluntary contributions were received.

Individual Instrumental Tuition

The school offers free tuition in Instrumental tuition and on occasions there may be an opportunity for extra tuition for which parents are charged directly by the Sheffield Music Service or other providers.

Special Events in School

Occasionally we may have visiting authors, poets and artists which we may ask for a voluntary parental contribution towards the cost of such events.

Charging in Kind

As part of the curriculum, we sometimes ask for payment for a contribution towards the cost of materials, ingredients, equipment (or the provision of them by parents/carers) for example for D & T or Art.

The Governing Body reserve the right to charge for ingredients and materials, or require them to be provided, if the parents/carers have indicated in advance that they wish to own the finished product.

Lost Items, Damage

Parents/carers are expected to replace or pay for lost items of school equipment or books.

Parents will be charged for wilful damage carried out by their child to the school/building, furniture or other property.



Insurance costs

For each visit a charge will be made to cover the insurance. This will be included in visits by “rounding up” costs of visits to the nearest pound.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are:

- education provided outside of school time that is not
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- Transport that is not required to take the pupil to school or to go to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- Support staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge **cannot include the cost of alternative provision for those pupils who do not wish to participate**. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. **Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.**



Information to parents/carers

(To be included on **all visit letters** requiring voluntary contributions and parental permission)

Governors have agreed that:

Dear Parents and Carers

As part of our learning [**insert topic details**], we are organising a [**Trip/visit, practical activity**] to [**place**] on [**date(s)**] for [**Year group/class**].

We are asking for a voluntary contribution of [**amount**] per pupil to cover the cost of entry, transport and insurance. This can be paid in instalments or you may wish to make a contribution towards this amount.

Although your contribution is entirely voluntary, you will appreciate that the visit will go ahead only if there are sufficient contributions to cover the costs of the visit. Activities such as this are beneficial because they give pupils experiences that they may not otherwise have and this impacts positively on their learning and progress.

If you experience any difficulty in paying a voluntary donation please speak to the Headteacher to discuss how we may be able to help.

To make your contribution please enter amount in parent pay.

Thank you very much for your support.

Yours sincerely

[name]
[job title]

REMISSION

The Governing Body may wish to remit in full or part, the cost of activities for particular parents/carers, for example, in the case of family hardship eg families in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190 (Financial Year 2011/12);
- The guarantee element of State Pension Credit
- Working Tax Credit "run-on" – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.



When arranging a chargeable activity such parents/carers are invited to talk to the Headteacher in confidence to discuss the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for any such remission.

Reviewed by Governors09/10/2019.....
Next Review dateAutumn 2022.....

