

## **WOODLAND GRANGE PRIMARY SCHOOL**

### **Governors' Charging and Remissions Policy**

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards the children's personal and social education.

They aim to promote and provide such activities both as part of a broad and balanced curriculum, and as additional optional activities. The school does not make any profit from school trips.

Under sections 449-462 of the Education Act 1996, it is illegal to make charges for certain activities which take place wholly or mainly in school hours, although voluntary contributions may be requested. The Governing Body consequently reserves the right to request payment or contributions to the following areas, and will meet the cost for children where we are in receipt of Pupil Premium for them.

#### **School Journeys within School Hours**

Parents will be asked to contribute the cost of transport plus any entry fee. Should the trip be cancelled, the full amount paid will be refunded to parents. If a child does not attend a trip that has been paid for in advance, we will not make a refund.

#### **Residential visits**

The cost of board and lodging and transport will be charged to parents and will not exceed the actual cost of the pupil. Any fee for specialist teaching instruction will be charged in full.

For children in receipt of Pupil Premium, the full cost of the trip will be met.

#### **Swimming**

Contributions will be requested to cover the cost of the pool and transport, a term in advance. Refunds for absence cannot be made.

#### **Food Technology and design**

Parents will be charged for ingredients and materials or be requested to provide them, if they have indicated that they wish to own the finished product.

Pottery items will be priced to cover the cost of clay items made during clay club. Items made in curriculum lessons are not to be charged for.

#### **Extra Curricular Activities**

Many clubs are run either during the lunch hour or after school hours by members of the teaching or support staff. A charge will be made for some of these clubs.

Where professional staff are employed to run clubs, the full fee will be charged; this normally goes straight to the coach.

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The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

### **Remissions**

There may be cases of family hardship, or other reasons which make it difficult for pupils to take part in particular activities for which charges are made. Parents are invited to consult the Headteacher in confidence for the remission of charges in part or full. Authorisation of remissions will be made by the Headteacher, if necessary in consultation with the Chair of Governors.

Children in receipt of Pupil Premium money will have the cost of trips and chargeable resources met in full. In addition pupils receiving Pupil Premium support will be offered a free club each term and support to purchase uniform items from our uniform supplier once per year. School will meet the cost in full of a sweatshirt, book bag, P.E. sweatshirt and P.E. t shirt.

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As a Local Authority School, the Governing Body are keen to maintain the right to a free education for all and therefore books and materials are provided free.

To enable the breadth of activities itemised above to take place, the governors recognise that substantial sums of money will at times be requested from parents. Also, that without in most cases 100% support, some activities could have to be cancelled. The Governing Body and Headteacher will constantly monitor the school's charging policy to ensure parents are only asked to contribute to prioritised areas.

Revised January 2017