



# Charges and Remissions Policy

For Westfield Primary Academy, part of the Unity Schools Partnership

Date of Review:	March 2020
It was ratified by the Westfield Primary School Local Governing Body on:	Meeting scheduled for April 2020
Date of next Review:	March 2021

# CHARING AND REMISSIONS POLICY

## Introduction

At Westfield Primary Academy, we recognise the valuable contribution a wide range of additional activities, including clubs, trips and residential experiences, can make towards children's personal and social education. As part of our curriculum offer, we aim to provide a range of activities that will equip our children with the skills they need to respond proactively and positively to the challenges they may face through their future education and into their lives beyond the classroom.

## Charges

Parents/carers will be asked to make voluntary contributions for school educational visits undertaken in school time where the school would find it difficult to continue with these visits without such support. However, we are aware that there will be parents/carers who will find making such payments difficult due to their personal circumstances. In such situations, we will respond positively and sympathetically in order to remove stigma and financial hardship.

The Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. It should be noted that the following list is not exhaustive:

### *Activities during school hours*

- One day visits
- Extended visits (at home and abroad)\* see Remissions
- Competitions
- Social events (class parties)

### *Activities outside school hours:*

The full cost of the following activities will be charged to each pupil, as they are deemed optional extras taking place outside normal school hours.

- Theatre/ concert visits
- Discos
- Externally organised lunch/ after-school clubs
- Weekend visits e.g. indoor or outdoor pursuits.

### *Instrumental Music Tuition*

The decision about charges for music tuition will be reviewed annually and parents will be informed.

### *Materials, Instruments etc.*

Charges may be made, or ask for materials to be provided if parents/ carers wish to own the finished product.

### *Damage or Loss*

The School reserves the right to charge parents/ carers for damage to, or loss of, school property, caused by their child/ren.

The level of charge in such circumstances may vary in order to represent either:

1. partial recompense
2. full recompense

### *General*

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

Nothing in this policy statement precludes the School from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### **Remissions**

Where the parents/ carers of a pupil are in receipt of:

- Universal Credits
- Employment and Support Allowance
- Income Support
- Income-based Job Seekers' Allowance
- Working Tax Credit and an annual income that does not exceed limit set by SCC annually
- Supported under Part VI of the Immigration and Asylum Act 1999

the Governing Body will remit in full the cost of board and lodgings for any residential activity it organises for the pupils if the activity is deemed to take place within school hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other cases, there may be circumstances of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, we will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the headteacher on behalf of the Local Governing Body.

This policy will be reviewed annually.