

Worlingham CEVC Primary School

CHARGING AND REMISSIONS POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date Approved	Approved by	Chair of Committee	Chair Signature
25.05.2023	Finance Committee	Mr Matt Bodmer	PP <i>Stephanie Holbrough</i>

Worlingham CEVC Primary School

CHARGING AND REMISSIONS POLICY

1 INTRODUCTION

This Charging and Remissions policy has been compiled in line with the Department for Education requirements – DfE Charging for school activities: Departmental advice for Governing Bodies, school leaders, school staff and local authorities.

The Governing Body of Worlingham CE VC Primary School recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social 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.

2 CHARGES

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








2.1 SCHOOL VISITS/TRIPS IN SCHOOL HOURS

School visits are highly encouraged as they provide excellent opportunities for children to extend their learning outside the classroom.

When organising school visits/trips to enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. **However, if we do not receive sufficient voluntary contributions to fund a trip/visit, or the school cannot fund it from some other source the visit/trip will be cancelled.**

Every attempt is made to keep the costs down, and a breakdown of costs is always shown to parents.

When a visit/trip does go ahead, it may include children whose parents/carers have not paid any contribution, as they are in receipt of one of the following or their child/children are already registered as a Pupil Premium pupil/s:

-  Income Support
-  Income Based Job Seekers Allowance
-  Income Related Employment and Support Allowance
-  Child Tax Credit but not Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190.
-  The Guarantee element of State Pension Credit
-  Support under part VI of the Immigration and Asylum Act 1999
-  Universal credit

All children will be given an equal chance to go on the visit/trip and these children will not be treated any differently.

2.2 ACTIVITIES OUTSIDE SCHOOL HOURS

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours such as theatre trips and school discos.

2.3 MATERIALS AND EQUIPMENT

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside school hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply school uniform including P.E. Kit). The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.

2.4 MUSIC TUITION

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

2.5 LETTINGS

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and forms part of our separate Lettings policy.

2.6 GENERAL

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

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

3 REMISSIONS

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils, eg. there may be cases of family hardship which make it difficult for pupils to take part in some activities for which a charge is made. When arranging a chargeable activity, the Governing Body 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 or Deputy Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

(V9) MAY 2022

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.