



The  
**Affinity**  
Federation

## Charging & Remissions Policy

May 2016

Policy confirmed by the Federated Governing Body of Willenhall Community Primary School and Whitmore Park Primary School on:

Date: May 2016

Signature: \_\_\_\_\_ (Chair/Vice Chair of Governors)

To be reviewed: May 2018

## 1 Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## 2 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Subsidies from various sources e.g. School Fund, will be considered to cover deficits.

Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

We do not provide financial support for `optional extras` provided by the school, and the school is required to ensure that any costs incurred must be fully covered by income generated. A charge will be made known to parents before they are asked to agree to their child taking part in the activity and participation of each child will be subject to parents agreeing to meet the charges.

The Local Board on behalf of the Federated Governing Body, upon advice from the Head Teacher, may at its discretion, remit charges in respect of individual pupils to enable them to take part in activities which are classed as `optional` extras. Such remission will be financed from the Pupil Premium Income and Unofficial School Funds

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as `optional extras`. This list is not exhaustive:

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.
- transport

## 3 Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Charges may be partly remitted by

the Federated Governing Body from School Funds using Pupil Premium Income in respect of board and lodging for pupils whose parents are unable to pay the full cost.

#### 4 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

#### 5 Swimming

The school organises swimming lessons for some children in Year 3. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

#### 6 Lunch time / After School Sport and Creative Activities

The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

Any activities out of school hours that are provided by an external supplier may be charged, as this is not supported financially by the school. Parents will enter an agreement direct with the supplier and not the school.