



Witton Gilbert Primary School

Charging and Remissions Policy

Introduction

At Witton Gilbert Primary School, there are no charges for admissions.

The education provided during normal school hours is at no charge to pupils (including the supply of any materials, books, instruments or other equipment) We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

We do not charge for education provided outside school hours if it is part of the national curriculum.

Where parents have requested individual or small group music tuition provided by Durham Music Service or other outside bodies, this will incur a charge and parents will be billed directly. However, Witton Gilbert Primary School is committed to equal opportunities and therefore charges made for individual music tuition within school hours will be remitted for pupils on free school meals.

We may also charge for any materials, books, instruments or equipment, where the child's parent wishes him/her to own them.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Optional extras include those times when education is provided outside of school time that is not part of the National Curriculum. The Headteacher will decide when it is necessary to charge for optional extras.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Nor will it include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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
- Non-teaching 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

- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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

Voluntary Contributions

Voluntary contributions may be requested to enable us to enrich the curriculum and educational experience of the children in school; for example school trips, visitors to school etc. Where an activity cannot be funded without sufficient voluntary contributions, parents will be made aware of this at the outset.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. At Witton Gilbert Primary, activities are usually already subsidised by school to keep requests for contributions down. There is no obligation to make any contribution. However, without sufficient voluntary contributions to fund a trip or activity, it is likely that the trip/activity would have to be cancelled.

The following is a list of activities, organised by the school, which may require voluntary contributions from parents. These activities enhance and enrich the curriculum. The list is not exhaustive:

- visits to museums; places of interest
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.
- visitors delivering workshops to the pupils

Transport

At Witton Gilbert Primary School, we do not charge for transporting pupils to or from the school premises where the local education authority (LA) has a statutory duty to provide transport; when transporting pupils to other premises where the governing body or LA has arranged for pupils to be educated (for example swimming lessons) or for transport provided in connection with an educational visit (although voluntary contributions may need to be requested).

Residential Visits

We value the opportunities and experiences that children can gain from residential visits. We do charge for board and lodging on residential visits. This will not exceed the actual cost applied by the organisation we are using. Where parents are in receipt of the following benefits, they may be exempt from paying the cost of board and lodging:

- income support
- income based jobseekers allowance
- support under part VI of the Immigration and Asylum Act

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190(financial year 2013-14)
- the guarantee element of State Pension Credit
- an income related employment and support allowance

The cost of residential visits are also made up of an element of voluntary contributions, without which the visit would have to be cancelled.

Before and After School Clubs

We offer before and after school clubs which incur the following charges.

Breakfast Club £2.00 from 8.00am or £1.00 from 8.30am
Cost includes coaching from qualified sports coach.

After School Club: £2.00 per session

This cost covers the qualified sports coach and/or extra resources needed for the afterschool activity.

Monitoring and Review

This policy is monitored and reviewed regularly by the Headteacher and the Governing Body.

Agreed by: Behaviour and Safety Committee

Date: 9th March 2017