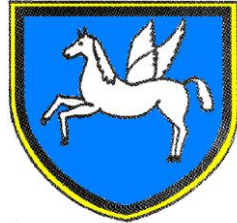


# *Winchelsea*



*All Individuals Matter*

## **WINCHELSEA PRIMARY SCHOOL** **RUSKINGTON**

### **CHARGING & REMISSIONS POLICY**

This policy is subject to review and development dependent on changes in local or national circumstances and directives. Winchelsea is always proactive in reviewing practice and there are often rapid changes being made to government directives and provision in the wider world. Winchelsea is fair and considerate in its approach to charging and remission and agrees to reimburse monies paid in full or in part for the cost of an activity if appropriate.

Therefore, this policy is accurate at the time of writing but will be reviewed regularly and may be amended and updated accordingly.

## **Part 1: Introduction**

Education provided by the school which takes place mainly or wholly during school hours is free of charge. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. The Breakfast Club hour is not considered to fall within school hours.

When a charge is made, the basis of the charge will be the cost to the school from the provider(s). Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute. We work on an equal opportunities' basis regardless of financial circumstances and there is no discrimination. There is nothing to prevent other parents making a voluntary contribution over and above that cost. When asking for contributions towards school activities, school will inform parents/carers on low incomes.in receipt of benefits of the support available to them.

All payments are to be made online to the School Fund Account unless otherwise stated. Cash/cheques made payable to Winchelsea Primary School are accepted however online payments are preferable. Childcare/taxfree vouchers are accepted following a discussion with the School Business Manager. Voucher payments are non-refundable due to the tax element of the payment, however, all other payments are refundable due to non-attendance caused by illness on request.

## **Part 2: Voluntary Contributions**

- 2.1 When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may decide to cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If a parent wishes their child to take part in a school visit or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the visit.
- 2.3 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 which require transport expenses;
  - School visits.

## **Part 3: Residential Visits**

If the school organises a residential visit in school time or mainly school time which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of

transport, board and lodging e.g. PGL visits. The school has the option to help cover some of the costs to support the visit if required.

#### **Part 4: Music Tuition**

- 4.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2** There is a charge for individual or group music tuition of no more than 4, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus. The peripatetic music teachers make a charge for these lessons. Remission for children entitled to free school meals is 50% of the lesson cost if the lesson is provided through the Lincolnshire Music Service. For instrumental and vocal tuition for Looked After children receiving a group lesson will be provided free of charge. If tuition is provided by a private music teacher, then this is a private arrangement as are tuition charges.
- 4.3** External companies may offer musical experience opportunities for children with a charge to parents. The school has the option to help cover some of the costs to support this provision if required.

#### **Part 5: Swimming**

The school organises swimming lessons for all children from Year 3 to Year 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity – pool hire charges and the cost of the swimming instructors and lifeguards are funded by school. We do, however, ask for a voluntary contribution towards the cost of the transport, currently £3 per lesson. We inform parents when these lessons are to take place and ask for written permission for their child to take part. Charges are made for the cost of any resulting badge orders.

#### **Part 6: Nursery Provision**

From September 2017, due to the introduction of a government directive, an extra 15 funded hours was made available for working parents. There will be no charge for the lunch session for these children. As a result of this directive the provision of the extended Nursery session for those parents not eligible will depend on pupil numbers. If there is a provision, the daily charge will be - £2.50 if the child stays just for lunch or £10.00 if the child stays for lunch and the afternoon session. Payment for this provision will be required up front on a weekly basis. If a child does not take the 15 funded hours for the full week the 15 hours will be used as much as possible before making additional charges.

#### **Part 7: School Meals**

Hot meals are provided by Ideal Meals on a daily basis if required. For children in Reception, Year 1 and Year 2 it is free of charge under the government backed Universal Free School Meals directive and a charge is made to the school. For children eligible for Free School Meals it is free and a charge is made to the school. If parents do not wish their child to have a hot meal they can ask for this provision to

be cancelled. For other children there is a charge currently of £2.45. The administration of the registers is carried out by the school office, the administration of meals and monies for the additional meals is carried out by Ideal Meals on-line. Ideal Meals details are as follows:-

[www.idealschoolmeals.co.uk](http://www.idealschoolmeals.co.uk) / [enquiries@idealschoolmeals.co.uk](mailto:enquiries@idealschoolmeals.co.uk)  
01522 246424

### **Part 8: Breakfast Club**

Breakfast club runs from 7.45am onwards. The club only operates on days when the school has received prior notice. If you know you would like to use this facility on any given day, please complete the online Breakfast Club form for long term usage – this can be found on the school website. If you would like to use this facility on an ad-hoc basis contact the school office on the day before by noon. Similarly, please contact the school office to cancel. The cost of childcare provision is £2.50 for the hour but breakfast can be provided for an extra 50p. Breakfast would include a choice of cereal/toast with juice, milk or other drinks. All monies received need to be recorded through the office.

### **Part 9: Remissions**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head teacher.

### **Part 10: Loss/Damage Recover Charges**

If a child loses or damages school equipment/property then there will be a reasonable charge/recovery of any costs incurred as a result. Parents will be informed of any incident of loss or damage prior to receiving an invoice for payment.

Signed: \_\_\_\_\_  
Chair of Governors

Dated: \_\_\_\_\_