



## **CHARGING AND REMISSION POLICY**

### **PREAMBLE**

It is the right of every pupil to receive free school education and that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that legislation provides schools with the discretion to charge for optional extras provided wholly or mainly out of school hours and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours, the Authority, nevertheless, trusts that schools will not abuse this power and that they will always take particular account of pupils whose families are suffering financial hardship. Woodlands School will base any decisions on educational grounds and to ensure that any activities which are deemed to take place mainly or wholly in school hours do not disrupt pupils' education.

### **POLICY STATEMENT**

#### **1. Practical Subjects**

Where parents have indicated in writing that they wish to own a finished product Woodlands School may make a charge. The charge shall not exceed the cost of the materials used by the pupil.

#### **2. Optional Extras**

A charge may be made for optional extras provided wholly or mainly outside school hours except where such activities are provided -

- (i) To fulfil any requirements specified in the syllabus for a prescribed public examination.
- (ii) Specifically to fulfil statutory duties relating to the national curriculum.
- (iii) Specifically to fulfil statutory duties relating to ReligioUS Education.

Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost of providing the optional extra, divided equally by the number of participating pupils, and may include elements for:

- (a) A pupil's travel costs.

- (b) A pupil's board and lodging costs.
- (c) Entrance fees to museums, castle, theatres etc.
- (d) Insurance costs.

Board and lodging costs are covered under a separate heading.

### **3. Board and Lodging**

A charge may be made for board and lodging in connection with residential activities. The charge cannot exceed the actual cost of providing board and lodging and prior written confirmation from the parent is required that he/she is willing to pay the charge.

Where a residential activity is deemed to take place in school hours or take place outside school hours but is covered by the criteria (i), (ii) and (iii) shown in Section 3 of this policy statement, no charge for board and lodging can be made in respect of pupils whose parents are in receipt of Income Support. Where such activities are organised by a school, the school shall bear the cost of board and lodging for these pupils.

### **4. Tuition in the Playing of a Musical Instrument**

Group tuition is now charged out to schools for individual musical instrumental tuition, whether inside or outside school hours. Prior written confirmation must be obtained by the school from the parents that they are willing to pay a nominal charge which will go some way to recouping the cost of the teacher and, where appropriate, the cost of sheet music and hire and insurance of the instrument. The charge will be collected by the school and paid into the school's base budget on a regular basis

### **5. Breakage**

Parents can be asked to pay for the cost of replacing broken windows or damaged books etc, where this a result of pupils' behaviour.

### **6. Private Use of School Facilities.**

Governors should determine charges for the private use of school facilities by members of staff, for example, private telephone calls, reprographics and faxes.

Alternatively, responsibility for determining such charges may be delegated to the Head teacher.