



<b>Policy Title</b>	<b>Charging &amp; Remissions Policy</b>
<b>Reference</b>	<b>WPS/ 14.1.2015/Version 1</b>
<b>Approving Committee</b>	<b>Finance, Staffing &amp; Governance</b>
<b>Chair of Committee</b>	<b>Headteacher</b>
<b>Date of Next Review</b>	<b>January 2017</b>

#### **Mission Statement**

**Woodborough School is all about...**

**Christian caring**  
**Happiness**  
**Inspiring**  
**Learning together**  
**Diversity**  
**Rewarding**  
**Enabling**  
**Nurturing**

This document was written by the Finance, Staffing & Governance Committee and should be considered in conjunction with other school policy documents including: Equal Opportunities, Race, Age and Gender Equality; Special Educational Needs; Able, Gifted & Talented; Ethos, Behaviour & Discipline; Teaching & Learning; Assessment & Record Keeping; PSHE; and Safeguarding (Child Protection & E-safety).

## **Rationale**

Woodborough Church of England Primary School is committed to every individual achieving personal excellence through a range of opportunities to develop the whole person. All members of the School are of equal value and must have an equal opportunity to succeed and each has a valuable and worthwhile contribution to make to the life of the School.

The Charging Policy supports this commitment.

## **Objectives**

- a. The School will aim to provide as wide a range of educational activities and experiences as possible.
- b. To further this aim, the School will seek voluntary contributions for educational activities, both off-site and on-site: eg field trips, museum and theatre visits and touring theatres. Such activities are predominantly during the school day and/or are a significant part of their studies.
- c. While it is hoped that everyone will make these voluntary contributions, the school aims to ensure that no-one is prohibited from participating because they cannot afford the recommended contribution.
- d. When trips do not fall within “b” above, the requirement to charge (and the cost) will be at the discretion of the Headteacher.
- e. The School will endeavour to forewarn parents in a timely fashion of costs/contributions they will be asked to make.

## **Policy in Practice**

### **School Trips and Journeys**

Parents/guardians may be asked to make voluntary contributions for any approved visit or journey organised by the School. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the School reserves the right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place. For example, a voluntary contribution is requested by the school to help meet the costs of swimming and the amount requested will be adjusted annually in line with actual costs.

When charges are permitted, a charge to cover the full cost will in general be levied.

When a charge is levied, the School will:-

Make clear the statutory entitlement.

Seek means to offer assistance in cases of genuine hardship.

### **Replacement due to Loss or Damage**

The Governors reserve the right to ask parents or guardians to contribute to the cost of replacement of items incurred as a result of breakage, loss or damage (other than through normal wear), including books, equipment, windows or other material.

### **Management of Policy**

This policy is to be managed by the Headteacher, in consultation with the Deputy Headteacher and the Finance Committee.

All staff are involved, particularly those organising trips and activities, and teachers and support staff associated with the practical subjects.

### **Review of Policy**

This policy will be formally reviewed in accordance with our published policy review cycle. In the meantime it will be monitored by the Finance, Staffing & Governance Committee to whom any questions, comments or suggestions should be made. This policy will be formally reviewed within two years.