

# Wootton Bassett Infants' School

## Charging & Remission Policy

Updated: January 2021

Review: January 2022

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### **Rationale**

No charge can be made for admitting pupils to maintained schools. This policy has been written with Local Authority and DfE guidance.

All education during school hours is free. The school day is defined as 8.50 am to 11.55 am and 1.00 pm to 3.00 pm (the midday break does not form part of the school day)

### **Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

### **Voluntary contributions as parent of the Curriculum**

When organising school trips, visited or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If parents/carer wishes their child to take part in a school trip or event but is unwilling or unable to make voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

### **Calculating Charges**

The level of voluntary contribution for certain school visits or events may preclude some parents/carers contributing. Therefore, at this time it is considered that the maximum contribution of £20 per child should be requested. The cost to the school should not be above this amount unless additional monies have been secured.

The basis for calculating contributions will be proportionate for each participating child for travel, entrance fees, professional fees or other relevant costs.

Pupil Premium children are not expected to contribute towards trips/events.

Parents can be offered the choice of a flexible payment plan which will be agreed by the school office.

The principle of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. Parents/carer have a right to know how each trip is funded.

### **Optional Extra Activities**

**(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum)**

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Music Tuition - all children study music as part of the normal curriculum. We do not charge for this. The school does not currently offer extra-curricular music tuition.

Swimming - The school does not currently participate in swimming. Any child participating in swimming as part of an individual educational plan (IEP) will not be charged.

Residential visits - The school does not currently run any residential visits.

### **Charging in Kind**

The costs of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school.

### **Breakages & Fines**

The Headteacher and Governors reserve the right to ask parents/carers to pay for the cost of replacing any items such as

- Broken windows
- Defaced, damaged or lost books
- Replacement reading or spelling books
- Any item damaged as a result of poor child behaviour
- Lost or damaged book bags

### **Special Needs**

The Headteacher/Governors confirm that no child with special needs or disabilities will be treated any differently than any other child. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

This policy is aligned with the Safeguarding & child protection policy.