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*'Enjoy Achieving Together'*

# Charging and Remissions Policy

**Date: November 2016**

**Review Date: November 2017**

## Introduction

All education during school hours is free. However, during any school year visits and workshops will need to be organised to deliver the National Curriculum. Since it will be impossible for the school budget to meet the costs incurred by visits of this nature, the school will endeavour to obtain payment through appealing to the parents for voluntary contributions. Parents have the right to know how each trip or activity is funded; the school can provide this information on request, for example, the cost of coach hire, workshops etc.

Activities arranged outside of the school day may be charged for.

## Charges

In accordance with the Education Reform Act 1988 and The Education Act 1996, the school's policy is to charge for the following activities:

1. Board and lodgings on residential visits
2. Costs associated with the tuition in the playing of a musical instrument whether in or out of school hours
3. Activities which take place wholly or mainly outside school hours which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education
4. Ingredients and material for cooking and design and technology
5. The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours
6. Re-sits of prescribed public examinations where no further preparation has been provided by the school

## Voluntary contributions

When organising school trips, visits or workshops, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, all pupils will be included, regardless of a voluntary contribution.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

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;
- Educational visits, which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Artist in Residence;
- Musical or theatrical events.

### Residential visits

If the school organises a residential visit in school time or mainly school time, we will make charges in relation to board, lodging and activities. (These are not a compulsory element of the curriculum.) Parents will be given the option of a payment plan to spread the cost of the residential visit.

### Remissions

The school will remit part of the cost of charges for board and lodgings for a residential visit for pupils where parents are in receipt of state benefit\* from its own budget. The amount that will be remitted is at the discretion of the Head Teacher.

Pupil premium is additional funding which the Head Teacher uses to support eligible pupils to close the gap in all aspects of school life between them and their peers. 10% of the child's pupil premium is allocated to be used to fund remission.

### Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition which is not part of the National Curriculum. These lessons are provided by 'Music for Schools' who organise payments and arrange for a peripatetic music teacher to teach individual or small group lessons.

### Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason.

Refunds will be reduced by the amount of any non-refundable deposits made. Refunds will be made by cheque at the request of the parent within seven working days of the request being made. It may be used as a credit towards another trip if the parent would prefer.

### Swimming

The school organises swimming lessons for all children in Year Three. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. Currently, we do not ask for voluntary contributions to cover the cost of transport and lifeguards.

### Coaching Sessions

When the school offers additional coaching after school, for example football, judo etc. a qualified coach, who is not a member of the school staff, runs and organises these sessions. A small charge to cover their costs is made. Attendance is entirely voluntary.

### Teacher Clubs

Our staff give up their time voluntary to offer extra-curricular activities; charges are not made for these clubs.

### Breakage and Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any items such as:

- Broken windows
- Defaced, damaged or lost books (including textbooks, reading books and reading diaries)
- Any item damaged as a result of unsatisfactory pupil behaviour

### Third Parties

Third parties i.e. school photographer will make a charge for services/products

\*State benefits refer to:

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- 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)
- Universal credit

**Date of Policy: December 2016**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>CAROLINE MACKENZIE</b>
<b>APPROVED:</b>	
<b>SIGNED:</b>	
<b>TO BE REVIEWED:</b>	<b>DECEMBER 2017</b>