



West Winch Primary School Charging & Refunds Policy 2017

Charges for School Activities

We recognise the valuable contribution that a wide range of additional activities, including clubs and trips can make towards pupils' personal and social education. Education at West Winch Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Act. A Voluntary Contribution will be requested towards the cost of all trips and activities, but non-payment will not affect a child's participation. Written parental consent will be required before a child participates in any school trip or activity off the school site. The only occasions on which a charge may be required is....

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity. Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Remission of charges - only parents who are in receipt of Income Support, Working Families' Credit, Disability Living Allowance, Universal Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours. Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by

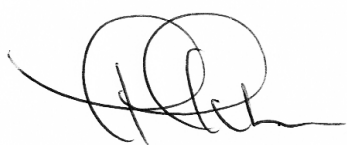
the National Curriculum or fulfils duties relating to Religious Education. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Refunds Policy

The transport costs will not be refunded, where already committed, but any costs related to an activity will be refunded if a child is absent due to illness. If a trip has to be cancelled parental contributions will be refunded. If contributions to an activity exceed the total cost a refund will be given, if excess is over £5 per child. Excess income less than £5 per child will be paid into school fund account. Excess of expenditure will be funded by school fund.

Adopted: Spring 2017

Review: Spring 2019

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Heather Habbin - Chair of Governing Body