



## **Woodlea Primary School Policy for Charging and Remission**

Reviewed by	HT & LGC
Reviewed in	Nov 2021
Status & Review Cycle	Every 3 Years
Next Review date	Nov 2024

## Introduction

Woodlea Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

## Day Trips

Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.

Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.

Once a trip has been paid for, there will be no reimbursement for absentees on the day.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

## Experiences offered in School

The school is committed to providing enhanced learning experiences.

The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the class/es that will benefit.

It is not expected that there will be any profit made. Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.

No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.

Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff. Charges will not exceed the cost of the optional extras divided by the number of pupils participating.

### Residential Trips

Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.

An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the payment made by their parents.

### School Fund

The purpose of the school fund is to collect parental contributions to boost the main school funding and enhance the learning experiences of the children at Woodlea Primary School. It could be used to provide curriculum related workshops or educational outings.

Parents are encouraged to make voluntary contributions to the School Fund although all donations are voluntary. All pupils will be treated equally regardless of whether we receive contributions; the suggested contribution is £4.00 per month per child.