

Bishop William Ward Primary School

Charging & Remittance Policy

Agreed by Governors October 2014
Due for review October 2017

Charging and Remittance Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exceptions of individual music tuition which is provided by Independent Tutors and Swimming Transport and Lessons.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

If we do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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 do allow the child to participate fully in the trip or activity should the trip/activity not need to be cancelled. Sometimes the school pays additional costs in order to support the visit.

Parents have the right to know how each trip is funded. The school provides this information on request. The school aims only to break even on school trips.

The following is a list of additional activities organised by the school which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Theatre visits;
- Musical events;
- Annual 'end of year' whole school event;

Residential Visits

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of any of the following support benefits will, in addition to having free school lunch entitlement, also be entitled to the remittance of board and lodging charges:

- Income Support;
- Income Based Job Seekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190;
- Guarantee element of the State Pension Credit.

Charges for food will automatically be removed from the cost of the trip by the school office. If requested by the parent; charges for lodging will be removed from the cost of the residential visits for parents in receipt of any of the above benefits by the school office when the first payment is due.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remittance of charges in part or in full. Authorisation of remittance will be made by the Headteacher up to the value of £50. Finance Committee approval will be sought for remittance of charges exceeding £50.

Music Tuition

There is a charge for individual music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual lessons. We make a charge for these lessons.

We give parents information about additional music tuition at the start of the academic year.

Clothing

We ask parents to provide their children with school uniform and P.E. kit. Clothes with school logo can be bought from the school office.

Absence

If a pupil is unable to make a school trip due to poor health, parents will be unable to claim remittance on the charges for transport to the trip location. Remittance of the charge for entry will be subject to the provider's terms and conditions.

This policy is available to parents via the school website. A paper copy from the school office can be provided on request.