

## CHARGING & REMISSION POLICY

DATE ADOPTED	July 2015
LAST REVIEWED	Autumn 2022
AUTHOR/OWNER	SLT
REVIEW CYCLE	Annual
NEXT REVIEW DATE	Autumn 2023

### Winsford High Street Community Primary School



### Charging and Remission Policy

The Governing Body of Winsford High Street Community Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

#### CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

##### School Journeys in School Hours

- The board and lodging element of approved residential activities deemed to take place in school hours.

##### Activities outside School Hours

- The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

##### Individual Instrumental Tuition

- The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision.

#### Charging in Kind

- The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: DT, Science, Art.

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

## **GENERAL**

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a 'voluntary contribution' towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

## **REMISSIONS**

Where the parents of a pupil are in receipt of Pupil Premium Funding, the Governing Body may offer to remit full or part of the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

## **REFUNDS**

For **all** residential visits a proportion of the total cost of the visit is requested as a non refundable deposit, this will be retained for administration costs in the event of a child not attending a visit.

Refunds for visits will be made should a child not be able to attend a visit due to ill health, but parents will be required to submit a doctor's note as proof of the condition. However, the non refundable deposit will be retained for administrative purposes.

In all other cases a refund will only be provided should the parent notify the school up to 4 weeks prior to the date of departure that their child no longer wishes to participate in the visit. This will enable the school to adjust the costing for the visit. Should tickets have been purchased for the visit which no refund can be gained then the cost of these will be deducted from the refund together with the initial deposit.

Should a parent / carer notify the school that their child no longer wishes to attend a visit during the 4 weeks prior to departure, the school will only refund costs which can be reclaimed back and parents will be expected to pay for any costs incurred, the initial deposit will be retained to cover administration costs.

## **INSTRUMENTAL TUITION**

### **PURPOSE**

This document sets out the policy of the school in respect of charging and remissions for instrumental tuition, in accordance with the provisions of the Education Reform Act (1988) Sections 109 -111 and DfES Circular 2/89.

### **Policy**

It is the policy of the Governors that the school will:

- maintain the provision of instrumental tuition;
- charge fees for such tuition to those with parental responsibility;
- remit such charges for those parents unable to pay.

### **Procedure**

1. The school may offer tuition in string, woodwind, brass etc instruments to pupils of suitable age.
2. The provision of such tuition is effected through independent providers.
3. Instrumental tuition is provided in groups of pupils.
4. A charge related to the actual level of provision in a school year is made to the school budget
5. The school seeks to recoup 100% of the charge made upon the school budget for instrumental tuition by charging fees to those with parental responsibility.

6. The charge is apportioned equally amongst the number of pupils receiving tuition, taking no account of any instances in which a remission of fees may be due.
7. A refund is made if the actual number of lessons delivered in a school year is below that which the parents have been notified of.
8. The school makes a separate charge for the loan of an instrument.
9. The school notifies parents at the beginning of each term of the fees payable for instrumental tuition.
10. Payments of fees are due within 2 weeks of notification and are made to Cheshire West and Chester Council.
11. No reimbursement or carry-over of fees is made in the event that a pupil misses lessons for reasons outside the control of the school.
12. Part or all of the fees may at the discretion of the Headteacher be remitted where:
  - a) a family is in receipt of Family Credit;
  - b) a pupil is in receipt of free school meals;
  - c) neither a) nor b) applies but a convincing case is made to the Headteacher.
  - d) all instances where remission of fees is considered are dealt with by the Headteacher and
  - e) strict confidence is maintained.
  - f) no pupil is refused tuition on the grounds of inability of parents to pay fees.

**Reviewed:** Autumn 2022

Chair of Governors: Mike Whitaker