



## Policy Header

<b>Policy Title</b>	<b>Charging &amp; Remissions Policy</b>
<b>Version No</b>	<b>One</b>
<b>Written / Adopted Date</b>	<b>April 2016</b>
<b>This policy complies with WBC guidance</b>	<b>Yes</b>
<b>Linked Policies</b>	
<b>Written By</b>	<b>School</b>
<b>Date shared with Staff</b>	<b>April 2016</b>
<b>Date Ratified by Governors</b>	<b>April 2016</b>
<b>Review Date</b>	<b>April 2018</b>

## Charging & Remissions Policy

### Rationale

In accordance with the Education Reform Act 1988 the policy of the Governors of Glazebury CE Primary School is to ask parents to make a voluntary contribution for various trips events organised. (This does not apply to board and lodging for residential fieldwork visits.) When teachers arrange educational visits for their class or group of children an amount will be suggested to cover costs only.

### Purposes

- to help our pupils to develop their knowledge and understanding of the world by maximising on visits and other resource stimuli to support their learning
- to inspire, motivate and excite our pupils, building on their enjoyment through a variety of educational experiences, visits and visitors, to support their learning
- to help our pupils to maintain their own and each other's self-esteem
- to present opportunities for our pupils to explore their feelings, attitudes and needs
- to help our pupils to develop their knowledge and understanding of themselves
- to encourage the development of personal and social skills which enable children to begin responsibility for their behaviour and health
- to encourage our pupils to participate in healthy activities
- to encourage participation by the 'whole' school community, including pupils, teaching and non- teaching staff, parents and governors
- to promote a quality of opportunity for all pupils irrelevant of their age, race, religion and social economic background
- to ensure the well-being and safeguarding of all our pupils

### Broad Guidelines

1. For school trips we always ask for a voluntary contribution. There is no obligation for parents to contribute and your son or daughter will not be treated differently whether you contribute or not. However, I am sure parents will realise that if sufficient resources are not available for the visit then the visit will have to be cancelled."

All trips that are arranged are non- profit making and we try to ensure we get competitive prices.

If parents have any concerns regarding payments for school trips, events or residentials then please do not hesitate to contact the school office to make an appointment with the Headteacher where circumstances can be discussed and reviewed on a one to one basis.

2. If there are twins, triplets attending the same trip, we appreciate this can be costly event and will always endeavour to do all we can to assist with the costs. We can arrange for the first child to be charged at the full price and subsequent multiple births to be at half the rate. Please speak to the Headteacher if you would like to discuss and access this arrangement for multiple births.
3. There is a charge for school meals which is in line with the charges from the Education Authority. Children pay on the day or for the full week and pay directly to the school kitchen and NOT the school office. The charge at present is £2.30 per day. There is assistance for families that need help with school meal payments. The Education Office at New Town House can provide further information if required or ask at the school office. School cannot

continue to provide lunches if the outstanding payment exceeds one weeks lunches ie: £11.50

4. Breakfast Club – There is a daily charge at an agreed rate to access this service. This amount will be relayed to you and reviewed annually. Any increases will be notified in advance. We ask for payments to be made either a week in advance or on a day to day basis. If any child has 2 weeks of breakfast club payments outstanding then unfortunately we won't be able to continue to provide this service until the outstanding monies have been paid in full.
5. After School Club – There is a daily charge at an agreed rate to access this service. This amount will be relayed to you and reviewed annually. Any increases will be notified in advance. We ask that payments are made on a weekly/daily basis. We offer families who access ASC with multiple children a 10% discount off the sibling. If a child has an any unpaid fees outstanding of more than £120 (which equates to approximately 3 weeks' worth of full time fees). Unfortunately, we are no longer able to offer access to after school club until the debt has been paid in full.
6. A child is never excluded for personal financial reasons however; a trip can only go ahead if the school receives voluntary contributions from parents to cost the cover of the cost of the visit.
7. The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.
8. **After School Activity Clubs**  
The school may on occasion use an outside provider for After School Club activities. The school reserves the right to make a charge for these clubs.
9. The school will make a nominal charge for photocopying information that is available in accordance with the Freedom of Information Act 2000. This charge will cover the cost of photocopying and paper used. This charge may vary from year to year, the current charge is 15p per copy.
10. The Governors may ask parents to pay for damage to property or school equipment where this has resulted from pupil's social behaviour. Parents may be request on occasions to pay a nominal amount for books or resources that are lost or damaged accidentally.

If you have any concerns regarding payments please do not hesitate to contact the school office who can arrange an appointment with the Headteacher.