



# Charging & Remissions Policy

Approved by: Awaiting Approval at Full Governing Body on 29.06.2023 Date: 01.05.2023

Next review due by: June 2025

West Moors Middle School Charging & Remissions Policy

## **Policy on charges to Parents/ Guardians**

There are four principles underlying the provisions on charging in the Education Reform Act 1996:

- I. That education in schools should be free.
- II. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents'/ guardians' ability or willingness to help meet the cost.
- III. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours
- IV. West Moors Middle School exercises its right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

It is the Governing Body's intention that all pupils should have an equal opportunity to benefit from school activities although some activities offered to the pupils will incur a charge.

Where possible Pupil Premium funding will be used to support children eligible for Pupil Premium funding, when parents cannot pay for additional opportunities presented by the school where voluntary contributions are required.

### **Policy covers:**

#### **1. Optional visits/activities outside curriculum**

Optional visits/ activities outside curriculum wholly or mainly (Ref: DCSF guidelines) outside school hours will be charged at an appropriate cost. Such visits will only take place if the full cost can be met.

#### **2. Residential Visits as part of the curriculum**

- a) If a deposit is received but balance is not paid, this means the child should not go on the visit.
- b) Where the parents/guardians of a pupil are in receipt of the following benefits the Governing Body will offer to remit in full the costs of the daily activities 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:
  - Income Support
  - Jobseeker's Allowance (Income Based)
  - Child Tax Credit (but only when the recipient does not also receive Working
  - Tax Credit and has an annual income of less than £16,190) □ support under Part VI of the Immigration and Asylum Act 1999

- Disability Working allowance (DCSF guidelines from 6 April 2008).

However those parents/ guardians must pay the balance of the total costs of the residential visit.

- c) Once a visit has been booked – the full costs for which the school is liable has to be paid by the parent/ guardian.
- d) The school will not be liable for refunds in the following situations:
  - If the child withdraws from the visit.
  - If the child is removed by the school on the grounds of behaviour related to health and safety.
  - If the child is unable to participate due to medical reasons/ accidents or injuries.
  - Parents/ guardians are advised to take out travel insurance in order to be able to recover the cost.
- e) Once all accounts have been settled with travel companies and all costs are paid, the remaining money will be shared equally between the pupils who were removed or withdrew from the visit. This will be organised on a visit by visit basis.
- f) The school will not be liable for refunding the cost due loss of equipment or belongings on the visit, parents/ guardians are advised to take out travel insurance.
- g) The school is covered for accidents/loss etc by Dorset Council Insurance for schools. However parents/ guardians are advised that they may purchase their own travel insurance should they wish.

### **3. School Visits and Activities in School**

School visits and activities wholly or mainly (Ref: DCSF guidelines) during school hours may be funded by voluntary contributions. No child may be excluded from such an activity because the parents/ guardians are unable or unwilling to pay a voluntary contribution. However such visits or activities will only take place if the cost can be met by voluntary contributions.

West Moors Middle School may, if feasible, make provision through voluntary contributions for costs incurred by the children of parents/ guardians who are unable or unwilling to make a voluntary contribution. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. The School must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

### **4. Accidental Loss or damage of equipment**

Where, as a result of a pupil's behaviour, school property is damaged, the school reserves the right to charge the parents for all or part of the cost of replacement or repair. This could be as a result of wilful damage or where the school is certain that the pupil has taken no heed of established health and safety guidelines.

## **5. Lost/Damaged Library book**

There is a replacement cost levied for any lost/ damaged library book. This will be requested by the Librarian to the pupil. If the payment is not received a written reminder will be sent, following which the admin office staff may make a reminder phone call to the parent/carer.

## **6. Ingredients/Materials for Practical Subjects**

Ingredients for Food Technology should be supplied by the pupils who will prepare, cook and take home the finished dish. All other cooking materials will normally be provided. Materials for Design Technology and Art & Design will be provided however, in cases where a pupil wishes to retain the finished product, a small charge can be made.

## **7. Homework diary and stationery**

There is currently no charge at the beginning of each year. A charge of £2.50 may be made if the school diary needs to be replaced.

Parents are invited to enhance provision of school equipment by providing the child with writing materials (pens, pencils, coloured pencils, ruler, compasses, protractor and rubber)

## **8. Music tuition**

Music tuition is an additional optional cost to parents/carers. They will be invoiced direct by the relevant independent peripatetic teachers and should make payment direct to these teachers. West Moors Middle School will not invoice or receive payments for music tuition.