



West Wimbledon Primary School

CHARGING AND REMISSIONS POLICY

Title:	Charging and Remissions Policy
Status:	Final
Version:	2.0
History:	Written in October 2014, revised and resubmitted to Governors in January 2017, reviewed in June 2018 Adopted Dec 2018
Owner	School Business Committee

Approved: Chair of Governors

Headteacher

Date:

Date

Charging and Remissions policy

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance, and compliments the school's Educational Visit Policy, lettings policy and 'clubs register'.

Definition

The School day is defined as:

08:45 - 15:15 - Treetops,

08:30 - 15:30 – Nursery;

08:45 - 15:20 – Reception

08:45 – 15:25 - Key Stage 1

08:45 - 15:30 - Key Stage 2

The midday break does not form part of the School day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy every three years.

Policy statement

During the School day all lessons/activities that are a necessary part of the National Curriculum, as well religious education, will be provided free of charge. This includes any materials, equipment needed to complete lessons. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, trips and visiting companies.

Currently the school asks for a contribution per pupil each term to cover costs for swimming in Year 4. However, no pupil will be prevented from participating because her/his parents cannot or do not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Optional activities outside of the school day

We will charge for some of the optional, extra activities (clubs) provided outside of the school day, for example football club, cooking club. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Residential trips

Charges will be made for activities, travel, board and lodging, except for pupils whose parents are in receipt of eligible benefits. Pupil premium children will be subsidised at a rate of 50% of the cost of the residential trip.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or don't. Support for cases of hardship will come through voluntary contributions, grant application and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible benefits

Income support, income based Job Seeker's Allowance, Income related element of Employment and Support Allowance, Guarantee Pension credit, or Child Tax Credit (without working tax credit) and where the annual household income is less than £16,190.

Children who are not collected on time

The School will issue a letter to parents/carers upon the late collection of their child. Parents will be charged £3 from the second incident of late collection. For every further occasion when a child is not collected by 3.30pm, parents will be charged £3.00 per 15 minutes, per child for every late collection that subsequently occurs during the same academic year. This is to cover the cost incurred by the school for additional support staff cover. A child is designated as "collected late" when they are logged into the late book 10 minutes after the school day ends.

Contribution to the School Fund

The West Wimbledon Primary School Fund exists to enhance the learning experiences of the children at the School. It could be used to provide, for example, for curriculum enrichment and resources.

The School periodically writes to parents and carers to ask for contributions to the School Fund, detailing how it is used and the benefits it can bring to the pupils.

Extra-curricular Clubs

The School makes reasonable charges for clubs outside of normal school hours that are not part of the National Curriculum.

Breakfast Club

The school will charge £3 a session, including breakfast, then £2 for each additional member of the same family. The session runs from 07:45 - 08:45, children may access the club in whole or in part. Parents and carers will book and pay for these sessions in advance in order to hold a place.

After- school provision

The School provides this service for pupils and their families. Its full terms and conditions, as well as its scale of charges, may be viewed at: www.westwimbledonprimary.co.uk/after-school-provision/

Wrap-around provision

Wrap-around provision is available for children already attending the School's Nursery. Provision costs £20 per half day session. Further details are available from the Nursery, the School Office or our website.

Lettings

The school has a letting policy which outlines charges for the hire of parts of the school during term-time and school holidays. Please contact the School Office for further details.