

HOLYWELL PRIMARY AND NURSERY SCHOOL
CHARGING POLICY

School Policy - Charging for School Activities

The purpose of this policy is to provide guidance for parents/carers regarding charging and remission for school activities and school visits; these are taken mainly during the school day and form part of or supplement the curriculum, including 'in-school' visitors. The school recognises the benefit of organising school trips and events which enhance the curriculum.

These visits/events cannot be charged for as such. However, the school has insufficient funds to pay for these activities. Consequently, all parents/carers will be asked for voluntary contributions. If any parents/carers do not allow their child to take part because of their inability to pay, then the visit will be paid for from 'school funds' as happens at present. If more than a small number of parents/carers are unwilling to contribute, then the visit may not take place. See specimen letter. **No profit will be made by the school.**

Peripatetic Instrument Charges

Tuition is offered to parents, through the school, by external providers. Charges are privately agreed between the parents and the company and the school facilitates the tuition to take place on school premises.

Swimming

The school will request voluntary contributions for coach charges. No child will be treated differently according to whether or not their parents/carers have made a contribution.

CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

Charging

1. The school will levy charges for any activities which are outside the curriculum, including outside sports providers.
2. For any activities where charges cannot be made, the School will ask for voluntary contributions and the Headteacher will have the delegated authority to determine whether any such activity will continue.
3. No child will be excluded from any activities requiring voluntary contributions, through failure to make such contribution. Please note, however, that any child can be excluded from such activities as part of our school disciplinary procedures, in which case a full refund will be given.

4. In the event of a child being unable to participate in an event/trip due to illness or other reason, the school reserves the right to refund only entrance fees where appropriate. Coach fares are always non-refundable.

Remission:

For any activity, parents may apply in confidence to the Headteacher, for a reduction of charges. Currently, the school visits Outdoor Education Centres for Year 6 and Year 4 residential trips. The Centres levy a fixed charge to the school which is passed on to parents. Using the DCSF Free School Meals criteria outlined below, and at the request of the parents, the school may agree to pay 25% of a child's contribution as appropriate, if the parent is able to commit to the remainder of the charge. Individual circumstances may be considered and authorisation of remission will be made by the Headteacher.

To qualify for a reduction based on the Free School Meals criteria, Parents/carers are requested to provide up-to-date proof of either:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Employment Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, *provided that Working Tax Credit is not also received and the family's annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,040 (May 2009)*
- Guarantee element of State Pension Credit

The school reviews this situation annually, with reference to the LA.

Reference made to Ed Act 1996

FM - **December 2004**

FM - **January 2006**

FM - **June 2008**

FM - **October 2008**

FM - **June 2009**

FM - **October 22nd 2009 (at Finance Committee Meeting)**

EXAMPLE

SPECIMEN LETTER - to be used for all school trips.

WD/AW/TW

12th March 2009

Dear Parents / Carers

VISIT TO TAMWORTH CASTLE - THURSDAY 17th APRIL 2009

To complement the curriculum, and as part of our History work on what life was like during World War 2, a visit has been arranged to Tamworth Castle, where the children will take part in a Home Front Training Camp. The day will consist of two workshops in which they will have the opportunity to handle artefacts and meet some characters from the 1940s. There will also be a chance to take part in drama activities, reacting to wartime situations.

The visit will take place on Thursday 17th April. We will leave school at 9.00am, travel by coach to arrive at Tamworth Castle for 10.15am. We arrive back at school at approximately 3.10pm. We are asking for a voluntary contribution of £10.50 to cover the cost of the trip, please bear in mind that if we do not receive sufficient contributions the trip will not be able to go ahead. Coach fare is non-refundable. Please send the monies to school by Monday 14th April 2009 to ensure we can proceed with the trip.

There is an opportunity for parents / carers to provide help on this trip. If you would be willing to accompany us, please make this clear on the reply slip below.

This trip will be an excellent experience for the children and one we could not deliver in school. Thank you for your anticipated support.

Yours sincerely

Y6 Class Teachers

VISIT TO TAMWORTH CASTLE - THURSDAY 17th APRIL 2009

Name of child: Class:

I enclose / do not enclose a contribution of £10.50 towards the cost of the trip.

I am able / not able to help on the trip.

Signed: Date: