



Woodbridge Primary School Charges & Remissions Policy

	Signed	Date
Approved by	Matthew Gowen Chair of Governors	Autumn 2021
Last reviewed		Autumn 2021
Next review due on		Autumn 2023

Signed by: MATTHEW GOWEN


Chair of Governors

Signed by: KATE DALY


Headteacher

The Governing body recognise the valuable contribution that a wide range of additional activities such as clubs, educational visits and residential experiences can make towards pupils personal and social education.

Charges

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

School trips in school hours

The board and lodging element of the following residential activities deemed to take place within school hours:

- Annual Year 6 residential trip to Derbyshire
- Any other residential trip taken by Key Stage 2

Activities outside school hours

The full cost of each pupil of the following activities deemed to be optional extras taking place outside school hours:

- After school performance
- Weekend residential trips
- School discos and recreational activities
- Wrap Around Care (breakfast, nursery lunch and after school clubs)

Materials, instruments etc

The cost for instruments, materials, equipment or clothing for some activities as and when they occur.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Instrumental Music Tuition

The Local Authority provides Instrumental Music Tuition that the school is able to purchase. The Governing Body then has the right to make charges to parents for all or part of the cost of providing such tuition. The school will seek to recover its costs but charges to individuals must not exceed the direct charges made by County for similar services which they provide.

A charge may not be levied where tuition is provided as part of a recognised external examination course within the school's curriculum.

Excluded from the policy are individual instrumental music lessons which take place on school premises but outside curriculum time, and are not

taught by the LA peripatetic team.
The decision about charges for instrumental tuition will be reviewed annually and the parents informed.

Remissions

Pupil Premium Children

All children registered for pupil premium will receive a £100 Virtual Voucher per child per academic year. This voucher may be used to purchase school uniform, pay for schools trips including part payment of the schools residential trips, music tuition or for after school clubs including Willow Garden wrap around care.

The school will always seek to recover the cost of additional activities and reserves the right to cancel such activities if costs cannot be recovered.

In some circumstances there may be cases of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Headteacher, on behalf of the Governing Body, may invite parents to apply in confidence for the remission of charges in part or in full.

Parents will be reminded of the above in the communication of each appropriate additional activity.

The granting of such remissions is at the discretion of the Headteacher who should maintain a confidential record of such decisions. The Headteacher will report to the Finance Committee the total number of children for whom remissions have been sought, and the amount of funding that has been secured to support them.

The Governing Body will remit the full cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed

2

to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

Criteria for Eligibility

In receipt of Free School Meals
Young Carers
Looked After Children
Homeless or in Overcrowded Accommodation
Economically Disadvantaged with SEN
EAL and Traveller Families
Experiencing difficult family issues
Others at the discretion of the school

(From the SCC Woodbridge and Kesgrave Community Cluster
Disadvantaged Sub-Group)

Equal Opportunities

This policy aims to provide equality of opportunity regardless of gender, ethnicity, colour, disability, religion, age, sexual orientation or marital status.