

# Willerby Carr Lane

Primary School



## Charging & Remissions Policy

### POLICY MANAGEMENT

<b>Approved by</b>	Full Governing Body
<b>Date approved</b>	25 June 2018
<b>Effective date</b>	26 June 2018
<b>Next review date</b>	Summer 2021
<b>Version Control</b>	The most up to date version of this document is held on the school's intranet

## **Purpose**

We aim to make the curriculum rich, exciting and wide-ranging within a stimulating learning environment in which every child can achieve success. It is our belief that education should be free, although there will be occasions when it will be necessary to ask for voluntary contributions, and occasionally make a charge.

We take account of the Equality Act 2010 and the Special Educational Needs Code of Practice 2014 in this policy.

## **Principle of Free Education**

Under the terms of the 1996 Education Act, education should, in the main, be provided free from charges. The governors and staff accept this as a principle and the following policy outlines their view and proposed action.

Education for pupils is free from charge if:

- it takes place in school hours
- it is part of the National Curriculum

## **Exceptions**

A charge will be asked for any residential visits and for musical tuition delivered in school. Parents will also be charged a small amount if they request any policy documents from school (to cover administration costs). We will also charge for some activities outside school hours, for example sports coaching.

## **Free School Meals**

The cost of school meals is reviewed annually. If parents meet the qualification for free school meals, their child will be eligible for free school meals. Parents in this situation should fill in the application form available from the school reception desks.

## **Voluntary Contributions**

Voluntary contributions will be requested of parents to allow visits to take place, which supplement and extend work included in the National Curriculum. In cases where there are insufficient voluntary contributions, visits will be cancelled. The school values the contribution made by parents over the past years which have allowed visits to take place. Voluntary contributions may be requested on occasions either in cash or kind for materials or ingredients used in various activities. If finished products are to be taken by pupils a charge may be made.

The Governing Body reserves the right to ask parents to pay for the cost of replacing items of school property which are broken, lost or damaged, where it is the result of a pupil's behaviour.

The school holds its own fund-raising events from time to time. Sometimes these support our own funds, but usually they support such charities as Comic Relief, the "Good Samaritan Fund" or the "Poppy Appeal". Note that financial contributions to these events are voluntary.

## **Pupil Premium Funding**

For pupils in receipt of Pupil Premium funding the school will pay for the cost of regular school trips (excluding any residential visits).

## **Financial difficulties**

Where charges would cause financial difficulties, a reduced rate or no charge may be made, at the discretion of the Head. Parents will however be encouraged to make whatever contribution they can.

## **Information Access**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Under the General Data Protection Regulation, parents/ carers may request access to their personal data. This information will be provided free of charge. However, the school may charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

## **Staff Photocopying**

If staff members wish to make personal photocopies the cost will be 5 pence per black & white copy and 10 pence per colour copy.

## **Telephone Calls**

All local calls are free to staff members. All other calls (e.g. mobile numbers and calls to STD codes out of the Hull area) are chargeable and should be recorded and passed to the Admin Officer.