

Charging and Remissions Policy – February 2017



Governors' Committee Responsible: Resources

Status: Statutory

Review Period: 2 years

Next review Date: February 2019

Statement of Policy

The Eastwick Schools aim to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Day Trips

- ❖ Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made however, admin costs such as bank processing fees will be covered.
- ❖ Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- ❖ Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- ❖ Once a trip has been paid for, there will be no reimbursement for absentees on the day, unless reduced costs have been incurred from the venue as a result of the absence. The contribution for travel will not be refunded.
- ❖ Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund and a year-end report of the shortfall to be made to Governors.
- ❖ Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- ❖ Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School

- ❖ Each year group is responsible for providing enhanced learning experiences within school.
- ❖ The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase who will benefit. The school will subsidise where possible from either the year group budget or school fund with a year-end report of the shortfall made to Governors.
- ❖ It is not expected that there will be any profit made.
- ❖ Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- ❖ No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- ❖ Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
- ❖ Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

- ❖ Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.
- ❖ An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
- ❖ Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- ❖ Children will be treated equally regardless of the payment made by their parents.

Contribution to the School Fund

- ❖ The school fund exists to enhance the learning experiences of the children at the schools.
- ❖ Contributions to the fund may be made by local charities and/or from organisations using the school, e.g. the school photographer or uniform sales.
- ❖ There is currently no school request for parents to make regular donations to school funds, however this will remain under regular review by the Governing Body.

School Clubs

- ❖ The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff charges will not exceed the cost of the optional extras divided by the number of pupils participating.

Swimming

- ❖ The schools offer all mainstream children from Year R to 5 the opportunity for swimming lessons in the school pool during summer term. A charge is made for these lessons to cover instructor and pool costs and a written parental permission slip must be held.
- ❖ Year 6 children benefit from lessons in Autumn term (due to SATS) at a local leisure centre. A charge is made for these lessons to cover instructor, pool costs and transport and a written parental permission slip must be held.
- ❖ Special Needs Pupils have the opportunity to swim throughout the academic year at a local leisure centre. Eastwick Infant school pays for the pool hire and instructor from the delegated budget and County cover the transport costs. Eastwick Junior school charges parents for the pool hire and instructor costs and County cover the transport costs. This difference in policy to be reviewed by Governors in due course.

Breakfast and After School Clubs

- ❖ The Breakfast and After School Clubs are available for children at both schools. Fees are reviewed annually by Governors in line with prevailing market rates. There is a strict payment policy in place as detailed in the clubs prospectus which is given to all new users of the club and in September to all