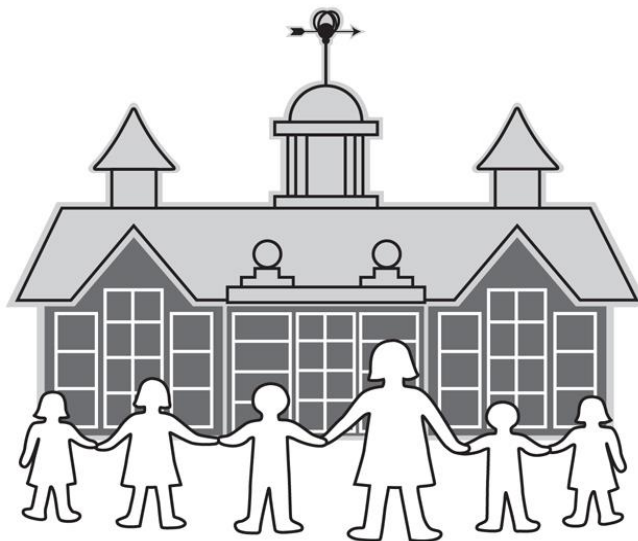


# North Ealing Primary School



## Charging and Remissions Policy

Committee with oversight for this policy – Resources	
Policy to be approved by the Resources Committee	
Policy last reviewed by the Resources Committee	10/02/2016
Policy last ratified and adopted by Full Governing Body	N/A
Policy / Document due for review	02/2017

# North Ealing Primary School

## Charging and Remissions Policy

North Ealing Primary School supports the principle that the school curriculum be available to every child and that charges should not limit any child's access to the curriculum. Any school visits or activities will be planned with a view to making them accessible to as many pupils as possible. Where charges are levied they will be fair and easily understood by all. As much notice as possible will be given to parents when identifying a cost for a school visit.

No charges will be made for activities that form part of a prescribed syllabus or of the National Curriculum (e.g. swimming).

### **TRIPS AND VISITS**

Charges will be made for board and lodging on residential trips whether they are deemed to fall inside or out of school hours. Children's entitlement to the National Curriculum is not affected by not participating in such activity.

A proportion of North Ealing families are on income support and a variety of other benefits. It is therefore impossible for us to subsidise or pay for the children of all these families whenever a trip or special activity is organised. To overcome this difficulty we do the following:

- Insert a standard paragraph into every letter which offers a trip or activity (see below)
- Keep the cost of trips to a minimum
- Invite theatres, speakers etc into North Ealing

The standard paragraph invites families with financial difficulties to make themselves known to the school. The free school meals information is usually used to judge the validity of a request. In genuine cases a contribution towards the cost is made. The Headteacher's decision is final about which families are eligible for support.

Charges will be made for visits or activities that are wholly or mainly outside school hours. This might include activities linked to any after school clubs operated by the school or others.

Voluntary contributions are invited for visits and activities which take place in school time. No pupil will be excluded because of the parents' inability to pay. On some occasions it may prove necessary to cancel the trip for all pupils if voluntary contributions do not meet the total required to cover costs.

### **DAMAGE TO SCHOOL PROPERTY**

Charges will be made if a school book is lost or damaged while in the care of the child (e.g. at home). Charges will also be made for school property (e.g. rulers, books etc) which is deliberately damaged or destroyed. The charge is based on the replacement cost.

### **MATERIALS IN PRACTICAL LESSONS**

Voluntary contributions may be sought to provide materials used during practical lessons such as cookery, DT, art etc.

The charge may be in the form of voluntary provision of raw materials (e.g. ingredients). Charges may also be made for a completed item which is taken home and becomes the property of the child (e.g. a piece of sewing or a model).

## **PROCEDURES FOR CHARGING**

### Class based activities

Teachers plan visits and activities which will extend the children's experiences. The procedures for planning a trip are set out in the school's Trip Procedures Guidance. The costs for the trip are worked out and a charge agreed. The charge will never be altered after this point. Where the cost is deemed to be high an initial letter is sent to parents to see if enough are willing to pay the amount. In the event of little interest being shown the trip may be cancelled at this stage.

A second letter is sent to parents which requests the money and in which the parents give their permission for the child to join in the activity. An opportunity is given to parents in this letter to approach the school for assistance. This is another point at which the trip may be cancelled.

If the trip goes ahead no child will be excluded because of inability to pay.

### School based activities

We try to keep charges to a minimum. Letters are sent to parents explaining the event and contributions are invited. In the event of the contributions not reaching the full cost the school will fund the difference.

No child will be excluded because of an inability to pay.

## **REQUESTS FOR ASSISTANCE**

The standard school letter refers to the right of parents to seek assistance in cases of genuine hardship. Parents may speak to the class teacher, the Deputy Headteacher, the Headteacher or office staff. All requests are dealt with sympathetically, sensitively and confidentially.