



# **Woodcroft Primary School**

## **Charging Policy**

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**Co-ordinator responsible for the policy in consultation with the staff and governors:**

Admin Manager

**Reviewed:** September 2021

**Next Review Date:** September 2024

## **Introduction**

The Governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of their parents' ability to pay. This means that education is offered free of charge to all pupils and if the school decides that an activity should take place, it will normally cover the costs. However, a few activities which the school would like to offer involve considerable extra cost and the governors will require parents to make contributions towards those costs if they want those activities to continue.

## **Day Visits**

We do not charge for educational visits that take place during the school day that are part of the National Curriculum or part of Religious Education. We do ask parents or carers to make a voluntary contribution in order to supplement school funds where the school incurs significant costs. No child will be left out of an activity because their parents or carers cannot or will not make a voluntary contribution.

If not enough contributions are received to cover the cost of the activity however, the school may have no option but to cancel the activity in question.

## **Residential Activities**

Parents who wish their child to attend any planned residential activity will be required to pay the full cost of the board and lodgings that is charged to the school. A voluntary contribution will be requested for transport. A payment plan will be set up and each child will receive a payment card to record all monies received. Where a pupil's parent is in receipt of certain benefits, they may be exempt from paying the cost of board and lodging. These benefits are

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit, provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Custom (Parents who are made redundant or start working less than 16 hours per week, may find their children are entitled to free meals for a limited period)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist.

Every residential trip must be paid for in full before the deadline to ensure that the child is able to go.

### **Musical Instrument Tuition**

When available, children will be charged the full cost of individual music tuition, or a proportion of the cost for small group tuition, as this teaching will be additional to music within the school's curriculum. Parents may need to purchase an instrument in order for their child to practice at home.

### **Remission**

Parents who have contributed voluntarily may have a refund if their child is unable to attend a visit through illness. In the case of residential activities and musical instrument tuition, the Governors will consider sympathetically cases of genuine financial need and may remit charges.

### **Vandalism and Loss of School Property**

If deliberate vandalism is caused by a child to school property, it is our policy to charge their parent or carer a minimum of 50% of the costs to replace or repair the damage. If school property is misplaced, i.e. a library book, then a contribution will be charged to the child's parent or carer to replace the lost item.

### **Fines for holiday and lateness**

Changes that were made to the Education (Pupil Registration) (England) Regulations 2006 that came into force on September 1<sup>st</sup> 2013.

The Amended Regulations, make it clear that headteachers **may not** grant **any** leave of absence during term time unless there are **exceptional** circumstances. The Governing Body of Woodcroft Primary School has made a decision to impose fines for the holidays booked during term time with immediate effect. This keeps the school in line with Government policy, the Hampshire Code of Conduct and other local schools. A fine of £60 per parent, per child and must be paid within 21 days. If left unpaid it will double to £120 and may result in a court appearance if again, left unpaid. We also have the capacity to fine poor attendance and where pupils are consistently late.