



Whaplode (Church of England) Primary School
Mill Lane, Whaplode, Spalding, Lincolnshire
PE12 6TS

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Head Teacher: Mrs A Flack



CHARGING & REMISSION POLICY

Principles of a charging policy

Education is free of charge if it takes place wholly or mainly during school hours. The lunch hour is not considered to fall within school hours.

Residential and other visits that take place outside school hours are described as 'optional extras' and we may make a charge for participation. Any visit which has more than 50% of its total duration outside school hours may be considered as an 'optional extra'. We ask parents/carers to let us know if there are any difficulties covering the cost and we can arrange a regular payment system which allows more time or a reduction in charges. The Governors allow the Head Teacher to use their discretion in these circumstances.

We ask parents to make a deposit for residential visits which shows firm interest in the trip being booked and that if there are any known circumstances which may make paying difficult these should be discussed with the Head Teacher at this time. We will assume unless told otherwise that parents are willing to pay the full cost of the visit.

Remissions

The Education Act 1996 states that where a parent/carer is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip which takes place mainly in school hours.

Prescribed benefits are:

- Income Support
- Income-based Jobseekers 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

No charge will be made for any activity which fulfils statutory duties relating to the National Curriculum or to Religious Education.

We arrange a number of visits during the school year which we would like all children to be able to attend and enjoy. We ask parents/carers for a voluntary contribution to finance these outings but will not exclude any child from the trip if parents are unable or unwilling to contribute. Any shortfall will be made from the school fund or the school budget. However if sufficient contributions are not forthcoming the visit will be cancelled.

Any charges made to parents will not exceed the cost of the activity for each child.

Musical tuition

A charge may be made for individual or small group tuition where this is over and above the requirements of the National Curriculum and the parent/carer requested the tuition.

Optional Extras

These are activities which are outside school time and not related to statutory duties. Charges may be made in these circumstances.

Residential visits

Where these visits take place mainly in school time a charge may be made for board and lodging, other costs may be financed by voluntary contribution. Children of parents who are in receipt of the benefits listed above are entitled to the remission of these charges.

Date of review	Reviewed by -	Changes made
November 2010	Finance committee	Parent/carer, the last bullet point in 'Prescribed benefits' section page 1 and annual income altered to £15,575
November 2011	Finance committee	none
November 2012	Finance committee	Amendment of prescribed benefits
October 2014	Resource Committee	Prescribed benefits updated from https://www.gov.uk/apply-free-school-meals
March 2016	Full Governing Body	Reviewed with no update