



WEST KIRBY SCHOOL AND COLLEGE

Charging and Remissions Policy

Date Written: September 2017: I Sim
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Aims

Our school aims to have robust and clear processes in place for charging and remissions, outlining clearly the types of activity that can be charged for and when charges will be made.

Definition:

Charge – a fee payable for specially defined activities

Remission – the cancellation of a charge which would normally be payable

The governing body endorses the policy with respect to charging for school activities.

What the school does not charge parents/carers for:

Education

- Admission applications
- Education
- Instrumental or vocal tuition
- Entry for a prescribed public examination
- School lunches

Transport

- Transporting students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a student to meet an examination requirement
- Transport provided in connection with an educational visit

Where charges can be made to parents / carers

Below we set out what the school can charge parents / carers for.

Education

It is the school policy NOT to charge for any educational items such as books, instruments or other equipment necessary for use whilst at school.

It is the school policy NOT to charge for any weekly activities such as food technology sessions, Life Skills Adventure sessions short, local trips.

Optional extras

It is the school policy NOT to charge for any 'optional extras' made available by the school.

Activities the school charges for:

Parents may be asked to pay in cash or kind for materials, which are being used in practical activities if they indicate a wish to own the finished product. Parents will be asked before the activity is undertaken if they wish to contribute. This could be in making an item of furniture e.g. a table.

School trips and visits form an important part of the curriculum offered by our school. Parents/carers are not required to pay for such visits, but may be asked to make voluntary contributions towards their cost. This is a nominal amount. No pupil will be excluded from a school trip because of his or her parent's/carers inability to contribute, but it is hoped that parents/carers will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned trip to take place, the Principal may cancel the trip or make such changes to the organisation of the trip as they think necessary, to enable pupils to have a good experience.

Parents/carers may be asked to meet the board and lodging costs of residential trips unless they are in receipt of income support, when bursaries may be sought.

Parents may be charged for activities defined as "optional extras" activities which are provided mainly out of school hours and which is not part of the school curriculum. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available. This may be an ASD friendly twilight cinema trip.

If the school enters a contract to provide services with another school or individual, such as training services (e.g. Judo lessons), outside of a contract with a local authority the school will not usually charge for this. Exemptions will be made if parents/carers are informed beforehand of the cost of a bought in service and agree to fund e.g. on-going acting lessons

Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or item of school property, which has been damaged or lost as a result of their child's behaviour. Details would be communicated with parents/carers after the event. Alternatively, a small amount may be deducted from a pupil's Going for Gold total, if it is thought that the pupil would be prevented from further damaging property by this action.