



## **WATLINGTON COMMUNITY PRIMARY SCHOOL**

### **CHARGING AND REMISSION POLICY**

<b>Formally adopted by the Governing Board of:-</b>	<b>Watlington CP School</b>
<b>On:-</b>	<b>25 September 2018</b>
<b>Chair of Governors:-</b>	<b>Mrs K Samouelle</b>
<b>Signature:-</b>	

### **Charges will be made for:-**

1. Activities, which take place wholly, or more than 50% outside school hours. (Charges will include the cost of travel, entrance fees, insurance costs, materials, books and equipment. Also non-teaching and teaching staff where a teacher, or instructor has been engaged specifically for the purpose of providing the activity).
2. Board and lodging in all cases where a school activity involves pupils in nights away from home.
3. Ingredients for practical subjects (cookery and design and technology) where the parents have been notified in advance and have expressed the wish to own the finished product. The cost will be actual cost of the ingredients and materials provided.

### **Remission of charges will apply where:-**

- children satisfy the requirements for receiving free school meals
- children whose parents are in receipt of this support will be entitled to free board and lodgings during residential trips, taking place wholly or partly in school hours.

Therefore the usual free school lunch entitlement verification procedures should be used when considering remission of these charges.

### **Refunds**

#### ***Residential visits***

The deposit for the trip is non-refundable in line with the information given in the initial letter to parents. The circumstances under which a refund will be made will be explained at the time the invitation to attend that particular activity is issued. In essence the following will apply:

- A refund will only be paid if another pupil takes up the place that has been vacated.
- If a pupil leaves after the final payment has been paid – the school will not be liable to refund any or all the amount given. Parents will be advised to contact the venue for consideration.
- If a pupil falls ill during the visit and is collected from the residential, again no refund will be made for any or all amount.

It is suggested that parents / carers take out their own insurance in the above circumstances.

### ***Other activities***

Where it is possible, the school will endeavour to recover the amount parents have contributed towards entrance fees or charges for activities to take place within school. However, if the school cannot recover the amount from the site, then parents/ carers will not be recompensed.

### **Voluntary donations:-**

Will be requested for educational visits, which take place wholly (more than 50%) in school time. These donations will equal the actual cost of providing the visit (including travel, entrance fee, books and materials).

If insufficient voluntary contributions are received, the visit will be cancelled and contributions received returned to parents. No individual will be excluded from a visit because of non-payment.

Prior to a proposed visit, a letter will be sent to parents notifying them of relevant details.