



Evelyn Street Primary School

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Executive Principal & CEO of WPAT:
Mrs L. Smith BA.Hons PGCE

Policy Title	Charging and Remission policy 15
School/WBC (Adopted date)	School.
This policy complies with Warrington LA guidance	Yes
Linked Polices:	
Written By	School
Staff Approval Date	November 15
FGB Ratification Date	December 15
Signed by Chair of Governors	Mr N. Spencer
Review Date	November 18

Charging and Remissions Policy 2015

Mission Statement

“ To enjoy, to believe, to be amazed”

Rationale

In accordance with the Education Reform Act 1988 the policy of the Local Governing Body of Evelyn Street Primary School is to ask parents to make a voluntary contribution to each fieldwork visit organised. (This does not apply to board and lodging for residential fieldwork visits.) When teachers arrange educational visits for their class or group of children an amount will be suggested to cover costs only.

Purposes

- to help our pupils to develop their knowledge and understanding of the world by maximising on visits and other resource stimuli to support their learning
- to inspire, motivate and excite our pupils, building on their enjoyment through a variety of educational experiences, visits and visitors, to support their learning
- to help our pupils to maintain their own and each other's self-esteem
- to present opportunities for our pupils to explore their feelings, attitudes and needs
- to help our pupils to develop their knowledge and understanding of themselves
- to encourage the development of personal and social skills which enable children to begin responsibility for their behaviour and health
- to encourage our pupils to participate in healthy activities
- to encourage participation by the 'whole' school community, including pupils, teaching and non-teaching staff, parents and local governing body
- to promote a quality of opportunity for all pupils irrelevant of their age, race, religion and social economic background
- to ensure the well being and safeguarding of all our pupils

Broad Guidelines

1. The following statement in accordance with legal requirements will appear in all letters informing parents about visits out of school where there is a cost involved.

”We are asking for contributions of £ ____ per child. There is no obligation for parents to contribute and your son or daughter will not be treated differently whether you contribute or not. However, I am sure parents will realise that if sufficient resources are not available for the visit then the visit will have to be cancelled.”

If parents have concerns with this regard please contact school to make an appointment with the Executive Principal.

2. The Local Governing Body will ask for a voluntary contribution to school fund each year. Parents are offered three options:
 - to pay termly, a contribution of approximately £12
 - to pay each fieldwork visit trip, as it arises
 - to pay a one off figure of approximately £36

Parents using option 1 and 3 will not be asked to contribute to any fieldwork visits and or additional events if they choose this option throughout the year.

When you make a contribution, parents will be asked to sign a Gift Aid return form. This will allow the school to claim a taxable refund on contributed monies.

3. The Local Governing Body may ask parents to pay for damage to property or school equipment where this has resulted from pupil's social behaviour. Parents may be request on occasions to pay a nominal amount for books or resources that are lost or damaged accidentally.
4. Items of school uniform are obtained via Touchline. A list of items for sale is also available.
5. There is a charge for school meals which is in line with the charges from the Education Authority. Children pay on the day and pay directly to the school kitchen and NOT the school office. The charge at present is £2.20 per day. There is assistance for families that need help with school meal payments. The Education Office at New Town House can provide further information if required. Children that fail to bring dinner on the day will be issued with a notice requesting payment the day after. Those families who continually fail to bring money will be issued with a letter indicating the procedures that Warrington LEA will take.
6. A child is never excluded for personal financial reasons however; a trip can only go ahead if the school receives voluntary contributions from parents to cost the cover of the cost of the fieldwork visit.
7. The school will make a nominal charge for photocopying information that is available in accordance with the Freedom of Information Act 2000. This charge will cover the cost of photocopying and paper used. This charge may vary from year to year, the current charge is 15p per copy.

School Visits	LEA Charging Policy	Funded by:
Non Residential (a) in school hours	No charge	School or voluntary contributions
(b) outside school hours	Full charge	Parents or School
Residential In school time	(i) No charge of for incidentals including transport.	School or voluntary contributions
	(ii) Charge for board and lodgings*	Parents or School

NB * The LEA will remit £12.50 per year for FSM pupils, further remissions to be borne by the school.