

**Yeadon Westfield Infant School**  
**Charging and Remissions Policy**  
**2016**  
**Review 2019**

**Philosophy**

We recognise the valuable contribution that the wide range of additional activities, including trips and clubs can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

**Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

**Roles and responsibilities of the Head teacher, other staff and Governors**

The head teacher, staff and governors ensure that the following applies:

**No charges will be made for**

- Education provided during school hours (including the supply of any materials, books or other equipment)
- Tuition for pupils learning to sing if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

**Activities for which charges may be made**

- Activities available outside school hours such as dance, French, multi-skills and football.

- **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and the children of parents who are unable or unwilling to contribute will not be discriminated against. At Yeadon Westfield Infants we may make a charge which is aimed at meeting costs and not exceeding costs i.e. the school does not aim to profit from any voluntary contributions. In the event of insufficient voluntary contributions some activities may have to be cancelled.

- **Loss, damage and breakages**

In cases of loss, damage or breakages of school books a small charge will be made. In cases of wilful or malicious damage to equipment or breakages the Head teacher with the support of the governors will decide on the amount. Each incident will be dealt with on its own merit and at their discretion.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

1. that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
2. that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

## **Remissions**

Where the parents of a child are unable to meet any one of the charges the school may make, they can apply in confidence to the Head teacher for the remission of charges in part or full.

## **Review and amendments**

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to revise the Charging and Remissions Policy as necessary.