



Wychwood Church of England
Primary School

Charging Policy Summary for Parents

At Wychwood CE Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases make a charge. However, there are some strict rules by which we have to abide. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents/carers and how we will help parents/carers with limited incomes.

Voluntary contributions

We cannot charge for activities that are part of the normal school day or part of the National Curriculum, but we can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming lessons
- Transport to trips
- Admission charges

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

What happens if I am unwilling to pay?

Your contribution is voluntary. Your child will not be excluded from the activity.

BUT if we do not receive enough voluntary contributions we may have to cancel the activity.

What happens if I am unable to pay?

Parents in certain financial circumstances will not be expected to make voluntary contributions.

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contributions must not exceed the actual cost of the activity per pupil.

We promise that:

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We shall give as much notice as possible of any activities that will require voluntary contributions.

We can charge for optional extras

We can charge for any materials, books, instruments or equipment, if you wish your child to own them.

This means that we will make a charge for:

- Materials used in technology if your child is expecting to bring the finished product home
- Cookery ingredients if your child will bring the results home.
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts
- After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of up to four pupils.

We promise that:

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

Charging for residential visits

We believe that every child has an entitlement to a residential visit during their time at Wychwood CE Primary School. This will be built into the school curriculum.

We can't charge for transport, although we shall usually need to request voluntary contributions.

We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide).

The charge will not exceed the actual cost.

We promise to help you plan for these costs by:

- Issuing a calendar of events of visits/activities to ensure that you have as much notice as possible;
- Enabling you to pay by instalments;
- Publishing a fair, objective and transparent procedure for allocation of places in case of over-subscription (we shall avoid 'first pay, first served' which favours some pupils).

Special financial arrangements

Parents who are in receipt of any of the benefits listed below should see the Headteacher for support with:

- Board and lodging on residential visits
- Technology materials
- Music tuition
- Transport to out of school activities

In addition, reduced rates may be negotiated for:

- Extra-curricular activities

Benefits required to qualify

- Income Support
- Income-based Jobseekers Allowance
- Income related employment and support Allowance
- Support under part VI of Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family income (as assessed by the Inland Revenue) does not exceed £16,190
- Universal Credit
- Guaranteed State Pension Credit

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