

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Charging and Remissions Policy:

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Aims

Our Charity and its schools aim 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 Board of Trustees and School Boards endorse this policy with respect to charging for school activities.

What the school does not charge parents/carers for:

- Education
- Admission applications
- Instrumental or vocal tuition, unless especially frequent
- Entry for a prescribed public examination, unless a parent/carer takes their child on holiday during exam season
- School lunches
- Transport
- Transporting pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the School Board or Local Authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement
- Transport provided in connection with an educational visit
- 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. It is the school policy NOT to charge for any 'optional extras' made available by the school (but see below).

Where charges can be made to parents / carers

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

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.
- 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/carer's 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 Headteacher 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 are 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, for example 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 promptly after the event. Alternatively or additionally, an 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.