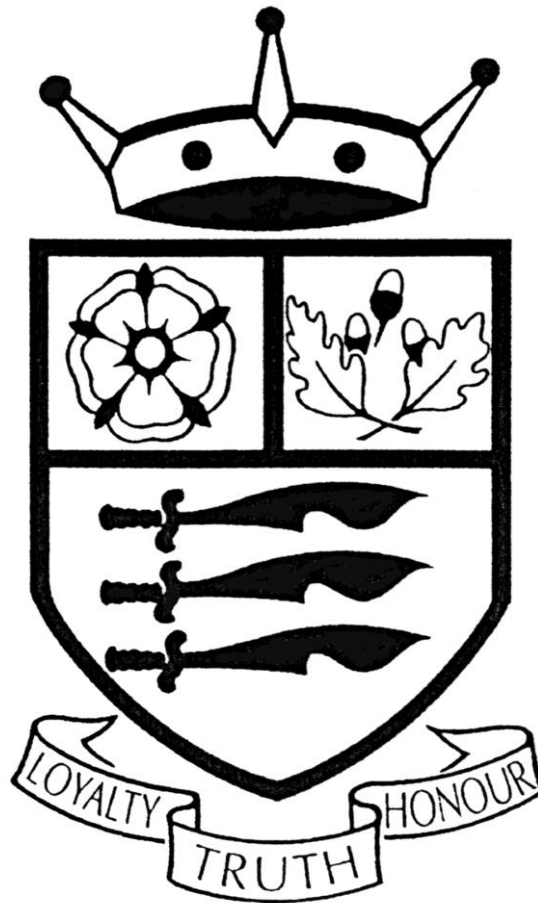


West Lodge Primary School



Charging & Remission Policy

2017-2018 Ratified by RM Committee 9th November 2017

WEST LODGE PRIMARY SCHOOL

CHARGING AND REMISSIONS

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

What was Consulted?

The policy has been informed by A Guide to the Law for School Governors.

Relationship to Other School Policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching for learning policy.

Roles and Responsibilities of Headteacher, Other Staff, Governors

The Headteacher will ensure that the following applies:

During the School Day

All activities that are a necessary part of the Foundation Stage and National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the School and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. a visit to a local museum with transport and entry costs. Refunds however will not be given.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Education Partly During the School Day

If a non residential activity happens partly inside the School day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the School day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated. This is unlikely to happen in Lower School.

Calculating Charges

When charges are made for any activity, whether during or outside of the School day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who e.g. are in receipt of Income Support, Family Credit, Disability Working Allowance or an income based Jobseeker's Allowance.

The principles of best value will be applied when planning activities that incur costs to the School and/or charges on parents.

This policy will be reviewed annually by the Resources Committee.

West Lodge Primary School

Charging and Remissions Policy

Issues	Policy
A. Residential Courses in school time - with Board and lodgings cost only	A discussion may take place with the Headteacher to see how School can support any family in challenging circumstances.
B. Activities outside school hours not within the National Curriculum	A discussion may take place with the Headteacher to see how School can support any family in challenging circumstances.
C. Individual Instrumental Music Tuition	School may bring outside tutors in, within school at a charge to parents. However, if part of National Curriculum, e.g. Ocarina, Wider Opportunities Recorder, parents cannot be charged.
D. Day trips	Voluntary contribution asked for within trip letter. Refunds for trips missed due to illness etc. are not given. Trips will be cancelled if there are not enough funds.
E. Ingredients/materials for practical subjects	Parents encouraged to provide materials for practical subjects, but no child must be disadvantaged because of parents' inability / reluctance to pay. Where necessary, school will pay.
F. Lost school equipment, books, etc.	Parents may be expected to replace or purchase items of lost property.
G. Breakages and damages to school buildings, furniture or property	Parents to be made aware that wilful damage to school buildings or property will be charged to parents by the school.

The School Prospectus states:

From time to time there will be educational trips and visits for which there is a charge. On these occasions Parents/Carers will be asked for a contribution towards the cost.

West Lodge Primary School

INSTRUMENTAL MUSIC TUITION POLICY STATEMENT AND GUIDELINES

The School believes that instrumental music tuition from Year 4 onwards makes an important contribution to the life of a child. The school will offer instrumental music tuition to pupils as long as the Governors consider it is financially viable to do so.

1. West Lodge Primary will do its best to guarantee 33 lessons per year. If a child is absent no refund will be made.
2. Each lesson will last for 30 minutes in groups of up to 4 pupils.
3. Lessons will rotate throughout the timetable so that children do not miss the same class time each week. During the coming academic year the times of these lessons will be posted on the music noticeboard (outside the upper school hall) so pupils are aware in advance of their weekly timetables; in classrooms and on the school website. Each child will also have their own copy.
4. The instrumental music teachers will provide an annual Music Service Progress Report.
5. The cost of tuition will be £250 per annum payable in 2 instalments, £50 in June and £200 in September, on ParentPay. This is non refundable. Please help us by paying promptly.
6. Families on Income Support or Child Tax Credit are asked to speak to the Headteacher if there is difficulty in meeting these costs.
7. A full terms notice (end of spring term / beginning of summer term), in writing, will be required from parents to terminate instrumental lessons for the following academic year.
8. Parents will be required to hire/buy their own instruments from a local music shop. A small selection of instruments are available from the School. Cost implications need to be investigated before requesting an audition. There needs to be at least 4 children wanting to play a particular instrument to warrant a Teacher.
9. The fees for instrumental music tuition will be reviewed on an annual basis.
10. Interviews - after an application has been received for one particular instrument, in some circumstances the instrumental teacher will interview the child and assess his/her suitability to learn.
11. The Borough offers children the opportunity to enter the School of Music and Dance examinations. Instrumental teachers are not required to enter pupils for these graded examinations but will do so where it is considered to be in the best interest of the pupil. The instrumental teacher will be responsible for the entry. Parents will have to pay the examination fee.
12. Unfortunately, we cannot accept responsibility for damage or loss of musical instruments that are brought onto the school premises.

Gift Policy

West Lodge School's Governing Body is grateful for assistance provided by individuals to the school which enrich the provision offered, in numerous ways, to pupils, parents and staff.

The Governing Body agrees that, as recognition of this help, it may be appropriate to present an individual with a small gift as a gesture of gratitude e.g. flowers for a peripatetic music teacher employed by Harrow Music Service who returns for an evening concert. Alternatively, there may also be an occasion where staff just 'goes that extra mile' by delivering in an exemplary way or who delivers beyond expectations e.g. school concerts.

The maximum cost of a gift, which can be no more than £40, must be receipted and permission sought, prior to purchase, from the Headteacher.

Any gift bought, in exceptional circumstances, for a member of staff must be reimbursed from the Private School Fund. Again this must be receipted and permission sought, prior to purchase from the Headteacher