

William Levick Primary School
Charging and Remissions policy and procedures



Policy Statement

At William Levick Primary School we aim to provide children with real life, hands-on experiences that deepen their learning and develop their interests and talents.

We strive to provide many of these experiences through the curriculum we provide on a daily basis. Through inviting visitors to school and taking children out of school to places of interest, we aim to enhance the taught curriculum.

In addition to these learning experiences we offer children the chance to be involved in a range of extra-curricular activities that allow children to have fun and develop new skills and talents.

Wherever possible the costs associated with these experiences will be met by the School. There will, however, be occasions where the School cannot afford to pay for the experience and will require the support of parents and carers to fund the activity.

This policy document sets out our current approach to charging for activities and experiences which extend children's learning and provide additional opportunities. It also sets out the school's stance on charging for damage caused to school property and equipment.

Internal Procedures

All staff are asked to investigate and compare places of interest / visitors to school to ensure that the experience provided is good value for money.

Ingredients/Materials for practical subjects

Parents will be asked to make a contribution to the cost of any consumable goods that are used in subjects such as Design and Technology; including food technology.

Visits out of school during the school day / visitors to school

Prior to any kind of visit or visitor we will send out a letter informing parents / carers of our intention and stating the associated costs. We will ask for parents' commitment to funding the experience. If there are sufficient positive responses then the experience will be booked and confirmed. Parents will then be asked to make their financial contribution.

For the above activities no child will be disadvantaged because of their parents' inability / unwillingness to pay; If the activity goes ahead all children will take part.

Extra-curricular activities

Any extra-curricular activities run by school staff will be provided free of charge. If any consumable goods are required for the activities parents will be asked to make a contribution to cover the cost of the materials.

Any costs associated with extra-curricular activities provided by outside providers will be passed directly on to parents/ carers.

Activities outside School hours

Parents will be expected to pay for the activities in full.

Residential experiences

Parents will be given a full break down of all costings and will be expected to pay for the experience in full.

William Levick Primary School
Charging and Remissions policy and procedures

Individual / small group music tuition

This is provided by school staff where possible. Costs of instruments will be passed directly to parents. Tuition will be free of charge.

Tuition provided by DCC or other private tutors will be arranged by the school but all costs will be transferred directly to the parents.

Lost School Equipment - Books etc.

Parents will be asked to make a contribution to help replace or purchase lost items of school property.

Breakages and Damages to School Buildings, Furniture or Property

In cases of accidental damage to buildings, furniture or property e.g. through thoughtless or irresponsible behaviour, parents may be asked to make a voluntary contribution to the cost of repair or replacement.

In the event of wilful damage, parents will be charged up to the full cost of repair or replacement.

Charges for the use of school by third parties

Any groups / individuals wishing to hire the school for private purposes must make the request to the Governing Body. If the request is granted the rates for letting and associated services costs will be charged directly to the individual. The charges will be calculated using the lettings calculator. This will be administered by the Clerk to Governors.

This policy has been reviewed and approved by the staff and governing body:

Date: October 2014

Headteacher's signature: _____

Chair of Governor's signature: _____

Date of next review: October 2015