

# WINDMILL PRIMARY SCHOOL - CHARGING POLICY (AND REMISSION OF CHARGES)

In general, no charge can be made for admitting pupils to Windmill Primary School or any maintained school. Where education is provided wholly or mainly during school hours, it is free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums etc during school hours.

## **Voluntary contributions**

The Headteacher/Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

## **Residential Trips**

The school is permitted to charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the current advised figure

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

## **Instrumental Music Lessons**

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

## **Public Examinations**

No charge will be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupil is not prepared for it at the school
- The examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee

Charges will not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

This policy has been adopted with the approval of the school Governing Body. It will be reviewed on an biennial basis.

Reviewed Summer 2016

To be reviewed Summer 2018