

**FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS**

**Willoughby Way, Basingstoke RG23 8AF**

**Telephone Federation Admin Office: 01256 323244**

**Fax: 01256 358992**

**E-mail: [adminoffice@winklebury-jun.hants.sch.uk](mailto:adminoffice@winklebury-jun.hants.sch.uk)**

**[adminoffice@winklebury-inf.hants.sch.uk](mailto:adminoffice@winklebury-inf.hants.sch.uk)**

**Head of Federation : Mrs C.A.Clayton**

**Charging and Remissions Policy**

**Status: Review of final policy**

**Ratified by the governing body: September 2015**

**Record of last review: September 2015**

**Date of next review (every three years): September 2018**

## **Charging and Remissions Policy**

### **Aims**

- To clarify the nature of educational activities that may be funded from outside the school's delegated budget
- To clarify the procedures for charging and remission for educational activities

### **Basic principles**

Charges may not be made for education provided during school hours, with one exception. The exception is that the school may charge for musical tuition for an individual or group of pupils, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus.

### **Damage or loss to school property**

The Federation will charge for wilful damage to school property, or the misuse or loss of books and equipment belonging to the school.

If a book or piece of school equipment is lost, after three requests to find it, parents/carers will be asked to pay 75% towards the replacement cost of the missing item. If the item should be found and is in reasonable condition the contribution will be refunded. The decision about whether an item is in reasonable condition is taken by the Head of Federation.

If a book or piece of school equipment is damaged, the Head of Federation will decide the extent of the damage and if replacement is required then parents/carers will be asked to pay 75% towards the replacement cost of the item.

### **Voluntary contributions**

Although we do not charge for most of our school-time activities, for curriculum enrichment activities such as trips and visitors, we will invite parents to make a voluntary contribution. This is to ease the pressure on the schools' budget and also to help provide activities and events that would not otherwise be possible because of financial constraints. Such contributions are voluntary but if insufficient contributions are received, the activity may have to be cancelled.

Voluntary contributions will be asked for:

- trips to support and enrich the curriculum. Parents/carers will be asked for a contribution to cover the cost of the trip, including costs relating to the pre-visit, travel, entrance fees, meeting supervisory ratios of adults to pupils and fees for guides and speakers.
- visitors to school whose activity is intended to support and enrich the curriculum. Parents/carers will be asked for a contribution to cover the cost of the activity.

In asking for voluntary contributions, it will be explained to parents/carers:

- that there is no obligation to contribute
- that pupils at the school will not be treated differently according to whether or not a voluntary contribution has been made in response to a request
- a particular activity may not be able to take place if insufficient contributions are received

There is no limit on the level of voluntary contribution that parents, carers or others may make to school activities.

### **Residential visits**

If the Federation organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education provided

on the visit. However, we do make a charge to cover the cost of board, lodging, travel and enrichment activities sourced through third party providers.

### **Swimming**

The Federation organises swimming lessons for children in the junior school. These take part in school time and are part of the National Curriculum. We do not charge for this activity. We inform parents when the lessons are to take place and we ask parents for their permission for their child to take part in the activity.

### **Remissions**

If parents are experiencing financial difficulty they are invited to write to the Head of Federation in confidence. As a result, remission of all or some of the charges for a particular activity may be given:

- to give special encouragement for pupils to take part;
- to subsidise the cost to pupils of parents in financial difficulty but who are not in receipt of statutory support.

If a child is unable to take part in an activity for which a voluntary contribution has been made, the parent or carer may request a refund of monies paid if the costs are recoverable by the school. A pro-forma is provided for this, attached as Appendix A. Where the school has incurred non-refundable costs eg. transport hire, this portion of the amount paid will be retained by the school unless there are extenuating circumstances agreed with the Head of Federation.

### **Monitoring and Review**

- The Finance and Personnel Manager will monitor levels of expenditure and income where voluntary contributions have been requested, and advise the Head of Federation if there are discrepancies.
- The Head of Federation will decide appropriate action to be taken if discrepancies between expenditure and income occur.
- The Head of Federation will report to the Resources committee if significant discrepancies occur, i.e. if an activity is over 50% in deficit.
- The policy will be reviewed by the Resources committee during the spring term each year during the budget setting process.
- Any revision to the policy will take effect from the start of the academic year and will be made known to parents / carers.

.....  
**Policy produced by: Head of Federation**

**Date: 16/11 12**

**Signed: (Chair of Governors)**

**Policy reviewed by: Head of Federation**

**Date: 11/9/15**

**Signed: (Chair of Governors)**

**Next review date: September 2018**

**FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS**

**Request for return of voluntary contribution**

I would like to request the return of my voluntary contribution ..... (please state amount)  
for ..... (please state activity).

The reason my child did not take part in the activity is .....  
.....

Signed ..... (Parent / Carer)

Child's name .....

Child's class.....

Approved by Head of Federation..... Date.....

*Once received and approved, this form to be passed to the Finance and Personnel Manager for processing.*

Voluntary contribution returned to .....

Amount .....paid by.....(cash/cheque)

Reason if amount refunded is different to that requested .....

Date.....

Signed..... (Finance and Personnel Manager)