



# West Road Primary School

Title of Policy: ***Charging and  
Remissions***

Date  
Reviewed:  
Spring 2017

Person Responsible:  
**HT/SLT**

Frequency of Review: 3 Years

## **West Road Primary School Charging and Remissions Policy**

As a Community School, West Road Primary School provides free education including books, equipment, and materials and ingredients for practical subjects.

In respect of items produced by pupils in practical lessons and with regard to educational visits, the following arrangements will apply:

1. Where parents wish to retain a finished product made in school by their child, then a charge may be levied to cover the cost of the materials used, if the materials were of substantial cost.
2. Where board and lodging costs apply in the case of an educational visit taking place during school term, these may be charged to the parent.
3. Voluntary contributions may be sought from parents to contribute to transport costs for residential school visits taking place during school terms.
4. The above-mentioned charges will be remitted for parents in receipt of income support/family credit.
5. Parents may be required to meet the full costs of residential visits when the number of school sessions is less than the other half days of the residential visit.
6. Voluntary contributions will be sought to support non-residential educational visits taking place in school time. Children of parents who do not make a voluntary contribution will not be denied the opportunity of taking part in a non-residential visit.
7. In the case of a non-residential educational visit, where insufficient voluntary contributions are made, then the visit will not proceed as there may not be alternative sources of funding for these activities.
8. Contributions may be charged towards the cost of activities organised out of school hours or provided by agencies external to the school.
9. If school is let to a 3<sup>rd</sup> party the charge will be £25 per hour. If let to the Council for Polling use this will be at the standard rate agreed with the Council

The school will require a charge to be made towards the replacement costs of school property lost or damaged by a pupil.