



## **Charges and Remissions Policy**

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## **Charges and Remissions Policy**

The Education Order of 1989 states that:

All children have the right to free school education. All children have the right to take part in activities which take place during the school day whether or not their parents are able to meet any costs involved.

The does, however, the right to charge for the follow types of costs:

1. Activities wholly or partly outside the school day which are not part of the school curriculum e.g. Breakfast Club;
2. Residential experiences;
3. Materials used in practical subjects where the parents wish to own the finished product e.g. craft activities;
4. Breakages or damages to books and equipment.

### **Whitehouse Ethos**

The Board of Governors and the teaching staff of Whitehouse Primary School believe that pupils attending the school should be offered the widest possible range of educational opportunities.

There is an understanding, however, that a wide range of additional activities (including clubs, educational visits and residential experiences) can make a valuable contribution to the pupils' overall development. The costs of all these activities, however, need to be shared by the school and parents in a fair and realistic manner if they are to be sustained.

The Board of Governors has therefore drawn up the following Charging and Remissions Policy to balance our legal obligations to parents while allowing us to provide an excellent experience to our pupils.

## **Charging Policy**

- a) A charge will be made for visits outside school hours which are not essential to the school curriculum.
- b) A charge will be made for board and lodging for overnight visits which take place during school time.
- c) The order states that charge may be made for instrumental tuition. However, the Board of Governors will help to keep costs at an affordable level by only passing on proportions of the tuition fees, and facilitating staged payments for parents who require this facility.
- d) A charge will be made for the ingredients or materials used in practical subjects, if the parents wish to own the finished products. Alternatively, whenever practical pupils will be asked to supply ingredients or materials to school if the finished product is to be brought home.
- e) Parents may be asked to pay for damage or loss, by their children to school books or equipment.
- f) Parents will be asked to cover the cost of any damages caused to school premises by their children.
- g) In certain cases the school will allow a third party to charge parents for activities for which the Governors or the Education Authority cannot charge.
- h) This policy allows for parents to be asked to contribute to activities that bring additional breadth to the pupils' learning and enjoyment of their school life. It must be noted that these are activities that are not essential to the pupils' curriculum and would not be provided without these voluntary donations. Examples would include educational workshops and school day trips to museums etc.

## **Remissions Policy**

In cases of hardship the principal may invite the family to apply in confidence for a remission of all or part of the charge, where an activity is chargeable. Families will always be offered the option to pay over time, awarded a reduced rate or have all cost covered for the activity.

## **Voluntary Contributions**

During the school year a number of educational visits will be arranged, which will make a valuable contribution to the pupil's understanding of the curriculum.

The school would be unable to finance such activities regularly unless the parents are willing to make a voluntary contribution towards all or part of the cost. If a trip is organised on this basis no child will be left behind because of his/her parent's unwillingness or unable to pay. However, the Board of Governors reserves the right to cancel a trip if insufficient voluntary contributions are received or if the numbers taking part in trip drop to level at which the trip becomes unviable.

From time to time the school will undertake general fund raising activities for the benefit of the school and the education of its pupils. These funds are added to the school's bank account and the Education Authority auditors examine our spending records each year.

Each year the school supports a number of charities. All money raised is banked in the school bank account and sent directly to the charity. All charities are asked to return a receipt of the amount of money they have received. Parents are informed via the Phoenix Newsletter of what money has been raised and their generosity is acknowledged.

## **Conclusion**

We try as a school to provide for our pupil with the highest level of education. This can often be enhanced with additional learning and cultural experiences.

However, we are aware of the demands on parents during these challenging financial times. We genuinely try and ask for only the minimum charges and donations from parents. Often we try to use school budget and external funding to enhance our pupils' experiences e.g. Extended School and Shared Education funding.

The school will always work as hard as possible and do all it can to reduce any pressure on our families. Parents are encouraged to contact the school if they require any help with any financial issues related to our charges, activities or/and requests for voluntary donations.