



## WOHL ILFORD JEWISH PRIMARY SCHOOL

### CHARGES AND REMISSIONS POLICY

Approved at Governors' Finance Meeting held on 13 February 2002 and ratified at Governing Body Meeting on 6 March 2002.

Amended at Governors' Finance Meeting held on 15 October 2002 and ratified at Governing Body Meeting on 2 December 2002.

Reviewed by Governing Body on 19 November 2008.

Reviewed by Headteacher in May 2012.

Reviewed by Finance Committee on 3 October 2014 and ratified by Governing Body on 20 October 2014.

Reviewed by the Finance Committee (by email) on 23 March 2016.

Reviewed by the Finance Committee (by email) on 8 November 2017.

Signature of Headteacher:

Signature of Chair of Governors:



## CHARGES AND REMISSIONS POLICY

The Governors wish to see the curriculum enriched as far as possible for the benefit of all pupils. They recognise that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level. They, therefore, reserve the right to:

- Charge parents for activities offered as an optional extra, wholly or mainly outside school hours.
- Charge parents an administrative fee of 1.5% for the use of the online payment system.
- Seek voluntary contributions from parents to fund activities either within or outside school hours, and provide incidentals, when the activity would only run if there is sufficient funding.
- Charge parents at cost, or in kind, for materials if parents have agreed in advance to own a finished product.
- Charge parents at cost for additional childcare beyond the school day provision and out of hours learning time at a cost of £5 per 15 minutes.
- Request parents to voluntarily provide incidental equipment eg football boots.
- Reclaim from parents a contribution towards the cost of wilful breakages and damage.
- Charge parents for the cost of providing, on written request, copies of pupils' educational records.
- Remissions: Governors will consider remitting charges in respect of board and lodging, materials, and activities outside school hours if the pupil qualifies for "Pupil Premium".

No child will be left out of a curriculum based activity carried out during school hours because his or her parent cannot or will not make a contribution to the cost of the activity.

It is not always possible to make an exact costing for each trip but it is the school's policy not to make a profit on outings. However, if any excess is made, either a refund will be given to parents or the excess will be used to subsidise future trips.

It was agreed that the Headteacher had the authority to deal with cases of need individually as and when they arise.