



Woodland Federation of Peak District Schools

'Train up a child in the way he should go and when he is old, he will not depart from it' Proverbs 22:6

Charges and Remissions Policy

Date of Governor Approval	Narrative - Author	Minute Number	Review Date
13/10/2022	Changes to photocopying costs KS2 to whole school swimming	9a/131022	13/10/2023
08/11/2023	Changes – date of approval, Swimming reception to Year 6 to Year 1 to year 6	11.2/08112023	Annual

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and an activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot make a voluntary contribution. The opportunity to pay in instalments is always available to parents who wish to pay in this way.

Exception

Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. We do not charge for music studied as part of the normal school curriculum.

Voluntary Contributions

Parents may be asked to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities. These contributions will not exceed the actual cost.

Where an outside provider is used for out of school activities a voluntary contribution will be sought.

Parents may be asked to make voluntary contributions towards after school clubs to cover the cost of materials, staff and equipment used.

Residential Activities

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and lodging

Swimming

The school organises swimming lessons including transport for all children from Year 1 to Year 6. This exceeds the expectations of the National Curriculum. These take place in school time and we make no charge for this activity. Parents are informed when these lessons are to take place, and we ask parents for their permission for their child to take part.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of schoolbooks on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.



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In case of financial difficulty parents should contact the headteacher.

Photocopying

Any photocopying outside of normal school use is charged at 5p for A4 single side (10p colour), 10p A4 double side (20p colour), 10p A3 single side (20p colour), 20p A3 double side (40p colour).

Private use of photocopier, printer and telephone by staff is at the discretion of the headteacher. Lettings will be considered on a case-by-case basis by the Governing Body.

This policy was approved by the governing body on 018/11/2023 and will be reviewed every year.



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