



**WOODLANDS FEDERATION**

# **Charging and Remissions Policy**

**Written: November 2018**



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## **Charging and Remissions Policy**

The Governing Body of the Woodlands Federation recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards a pupils' education. We therefore aim to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate in the trip or activity. The following is a list of additional activities, organised by the school, which are supported by contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- School journeys in school hours
- Some activities outside school hours
- The cost of ingredients or materials (or provision of them) for some art/DT lessons

The following are charged to parents at full cost

- Lost school equipment, books etc
- Breakages and damage to school buildings, furniture or property
- The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours e.g. the board and lodging element of approved residential activities deemed to take place in school hours

### **Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the school may offer to remit part of the cost of board and lodging for any residential activity – this is on a pupil by pupil basis depending on circumstances at the time.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. However, contributions may be requested towards the cost of instruments or tuition for specialist support.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers (mainly from the East Sussex Music Service). There is a charge for these lessons. Information about additional music tuition, is available for parents, at the start of each academic year.

### **Hiring of the School Premises**

A charge is made to hire the school premises and details of these charges are in the school's Lettings Policy.

### **Publication Schemes**

Information accessible via the school website or e-mail will be provided free of charge. There will be a charge for providing hard copy documents, further details on application.

### **Photocopying/Laminating**

- Broad Oak CP School

One side of A4 black and white photocopying will be charged at 5p per copy.

One side of A3 black and white photocopying will be charged at 7p per copy.

One side of A4 colour photocopying will be charged at 8p per copy.

One side of A3 colour photocopying will be charged at 10p per copy.

A4 Laminating will be charged at 8p.

A3 Laminating will be charged at 10p.

- Punnetts Town CP School

One side of A4 black and white photocopying will be charged at 5p per copy.

One side of A3 black and white photocopying will be charged at 7p per copy.

One side of A4 colour photocopying will be charged at 8p per copy.

One side of A3 colour photocopying will be charged at 10p per copy.

- Dallington CEP School

One side of A4 black and white photocopying will be charged at 5p per copy.

One side of A3 black and white photocopying will be charged at 7p per copy.

One side of A4 colour photocopying will be charged at 10p per copy.

One side of A3 colour photocopying will be charged at 20p per copy.

### **Telephone**

Local calls will be charged at 10p per call. Other calls will require a suitable contribution (to cover the charge where this can be established).