



**WELSH HOUSE FARM COMMUNITY PRIMARY SCHOOL**  
**CHARGES AND REMISSION POLICY**

Approved July 2023

The Governing Body recognises the valuable contributions that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. These experiences and opportunities scaffold and enhance our formal curriculum.

The Governing Body aims to promote and provide such activities mainly as part of a broad and balanced curriculum for the pupils of the school and occasionally as additional optional activities.

The Governing Body actively seeks funding to support trips and residential.

**CHARGES**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside school hours when these activities are not a necessary part of the National Curriculum or religious education.
- Music tuition for individual pupils or up to and including four pupils unless it is required as part of the National Curriculum.
- The school reserves the right to ask for a contribution towards lost or damaged equipment.

**The Governing Body will invite parents to make voluntary contributions to make school funds go further.**

- Requests of this nature will make it clear that children of parents who do not contribute will not be treated differently.
- It will also be explained that the activity might be cancelled if insufficient contributions are received.
- It may be necessary to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed.
- No pupil will be left out of an activity because his/her parent cannot or will not contribute.

## Residential Trips

For a residential activity that takes place \*mainly during school time or is part of the National Curriculum no charge will be made for the education or for the cost of travel.

However, charges may be made, if necessary, for board and lodgings in these circumstances.

## Remissions

For pupils whose parents are receiving Income Support, Family Tax Credit, Disabled Person's tax credit or Income-based Jobseeker's Allowance the Governing Body will remit in full the cost of board and lodgings for any residential activity deemed to take place mainly within school hours.

\*see note regarding how to calculate whether an activity takes place 'mainly' in school time.

## Information on charging and remissions policy.

Parents will be entitled to information on this policy on request. The information will also be available in the school prospectus.

## \*NOTE

### Education partly in school hours

Some activities may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made.

### Examples-

1. A long distance trip might involve much travel before and after normal school hours but if the time spent at the destination fell mainly in school hours the trip would count as happening in school time.
2. A trip, which involved leaving school an hour or so earlier in the afternoon but then went on until quite late in the evening, would be classified as taking place outside school time.

## Residential Activities

Special rules apply to residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half days beginning at noon and midnight. If 50% or more of a half day is spent on a residential trip, you should treat the whole of that half-day as spent on the trip.