



## Chargin & Remissions

Our school works in accordance with the PREVENT Duty and approaches this issue in the same way as any other child protection matter. Any concerns that one of our pupils is at risk in this respect, will be referred to Children's Social Care in line with the SET procedures.

Wyburns Primary School is a Rights Respecting School. Our policies are underpinned by the UNCRC.

**Article 29( goals of education)**

- Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Date Policy Created	Aut 16
Reviewed:	Aut 18/ Aut 20/Aut 21

### Equality and Inclusion

At Wyburns Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers; irrespective of age, race, gender, disability, faith or religion, attainment or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of all pupils is monitored and we use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which promotes British values; championing respect for all.

We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here. As an educationally inclusive school the teaching and learning, achievements, attitudes and well-being of every young person matters.

#### Our Mission Statement for Equality:

As a school,

- We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age, disability, ethnicity, gender(including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
- We welcome our duty to promote community cohesion.
- We recognise these duties reflect international human rights as expressed in the UN Convention- The Rights of the Child.

#### **How the Policy Developed:**

Individual Governing Bodies are required to determine and keep under review a policy in respect of charging and remission arrangements. No charge may be made by the Local School Board unless it has drawn up a statement of its policy.

The Education Reform Act 1988 established the basic principle that the education by any maintained school for its registered pupils should be free of charge.

#### **Charging:**

Exceptions to the above approved by the Local School Board are as follows:

#### ***Musical Instrument Tuition within School Hours:***

Individual and group tuition in learning to play a musical instrument with a 'specialist music teacher' employed through Essex Music Services will be charged for, in accordance with the scale approved by the Local Education Authority. Pupils will be expected to provide their own sheet music and musical instrument. Parents of pupils who are entitled to pupil premium funding may apply to Essex Music Services for help towards the cost of lessons, via a voucher system.

#### ***Finished Products:***

A charge may be levied to cover the cost of materials / ingredients for subjects such as Art and Design, Design or Food Technology.

#### ***Residential Trips:***

Where a school activity requires pupils to spend nights away from home, the school will make a charge for board and lodgings in all cases, whether or not the residential trip is deemed to have taken place in

school hours. The charge will not exceed the cost of the board and lodging provided for each pupil involved. Where a trip is deemed to have taken place outside school hours charges, not exceeding the cost, may also be levied for travel.

Where a pupil is entitled to pupil premium support, the school will consider applications by parents towards the cost of board and lodgings. Parents will be asked to make a contribution where there is a likelihood of the school being unable to fund the cost of the board and lodgings.

Governors are required to ensure that all trips are financially viable. This function will be delegated to the Finance & Business Officer and the Headteacher/ Deputy Headteacher who will report to the Local School Board.

***Optional Extras (i.e. outside school hours):***

A charge will be levied for an activity, defined under legislation as an 'optional extra' which is provided wholly or mainly outside school hours. Such charges will not exceed the cost of providing the activity, divided equally among pupils participating.

Prior written agreement will be obtained from parents or carers of pupils involved in any 'optional activity' for which a charge is to be made.

***Educational Visits***

We aim to create 'brilliant opportunities' for pupils during their time at Wyburns Primary including educational visits and visitors to provide first-hand experiences. This includes organising visitors to school for, e.g. a Roman Day and visiting Theatre Groups. Each year group plans 'Educational Visits' to enrich the curriculum and stimulate pupils. In order to do this we rely on voluntary contributions from parents to support us. It is our policy that no child will be penalised through inability to pay, however, where insufficient money has been contributed collectively to cover the visit, the school will have to consider cancelling the visit and return all the contributions made.

Where contributions are made in excess of the requested sums, surplus money will be placed into the School Fund. However, it is our aim that all educational visits are non-profit making.

Parents will be asked for voluntary contributions for:

- Travel costs;
- Entrance fees to museums, castles, theatres etc.
- Insurance costs;
- Materials, books, instruments and other equipment;
- The cost of engaging a teacher, specifically for the activity;
- Non-teaching staff costs;
- Board and lodging costs.

***Copy Charges:***

Copy of documents will be provided subject to the following charges:

- The first single copy, under 10 pages, will be provided free of charge.
- Where documents are not easily accessible then a charge of £2 will be levied on each document copied.
- For a document over 10 pages then a charge of £2 will be levied.
- For two or more copies of a document then a charge of £2 per document copied will be levied.
- Any postage shall be reimbursed at cost.
- Ofsted Reports will be charged at 10p per page copied.
- A summary of Ofsted Reports will be provided to parents free of charge.

***Damage and Replacement:***

Charges will be made by the school for replacement of broken windows or fitting, defaced or damaged text books or any other damage or loss occurring as a result of a pupil's bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

***Unpaid Charges:***

Any unpaid charges which are legally recoverable will be recouped, together with resultants costs as a civil debt.

## **LETTINGS CHARGES**

**(all rates include the use of the car park and toilets)**

Charges will be made according to the list below. These charges can be altered by the Headteacher at her discretion.

School Hall	Oct – April	£ 22.00 per hour
	May - September	£ 18.00 per hour
Kitchen	Price on Application	
Football Pitch	Evening, weekends, School Holidays only	£ 10.00 per hour
Field	Evening, weekends, School Holidays only	£ 10.00 per hour
Other – usage to be specified		Dependant on use POA