



## Charging Policy – Guide for Parents



### School statement of principles

*At Wood Green School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.*

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and carers and how we will help those with limited incomes.

The full, detailed, policy is available for inspection in the school office.

### Voluntary contributions

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- o Transport to swimming sessions
- o Transport on educational trips
- o Admission charges

*Why do we need to ask for voluntary contributions?*

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

*What happens if I am unwilling to pay?*

Your contribution is voluntary.  
Your child will not be excluded from the activity

**BUT if we do not receive enough voluntary contributions we may have to cancel the activity.**

*What happens if I am unable to pay?*

Parents in certain financial circumstances (overleaf) will not be expected to make voluntary contributions

*Will my voluntary contribution pay for people who have not paid?*

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

### We promise that:

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We shall give as much notice as possible of any activities which will require voluntary contributions.

### **We can charge for optional extras**

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we will make a charge for:

- o Materials used in technology if your child is expecting to bring the finished product home
- o Cookery ingredients if your child will bring the result home
- o Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts
- o After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of up to four pupils.

### **We promise that:**

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

### **Charging for residential visits**

*We believe that every child is entitled to be offered a residential visit during their time at Wood Green School. This will be built into the school curriculum.*

We can't charge for transport although we shall usually need to request voluntary contributions.

We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

### **We promise to help you to plan for these costs by:**

- o where possible publishing a calendar of visits/activities (and their approximate cost) at the beginning of each academic year so that parents can plan ahead
- o having clear procedures to enable you to pay by instalments
- o publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' which could favour some students).

### **Special financial arrangements**

Parents who are in receipt of any of the benefits listed below will not be required to pay for

- o Board and lodging on residential visits (not optional)
- o Technology materials
- o Music tuition
- o Transport to out of school activities

In addition, reduced rates may be negotiated for:

- o Extra-curricular activities
- o Some optional school trips

### **Benefits required to qualify**

- o Income Support (IS)
- o Income Based Jobseekers Allowance (IBJSA)
- o Income-related Employment and Support Allowance (IRESA)
- o Support under part VI of the Immigration and Asylum Act 1999
- o Child Tax Credit provided you are **not** entitled to Working Tax Credit and have an annual income (as assessed by her Majesty's Revenue and Customs) that **does not** exceed £16,190.
- o The Guarantee element of State Pension Credit
- o Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit
- o Universal Credit in prescribed circumstances (the government plans to prescribe the circumstances when Universal Credit is fully rolled out)