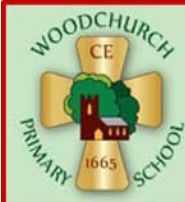




**WOODCHURCH**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

Charging  
Policy



## **CHARGING POLICY**

1. The Wirral Education Authority endorses the principles that education provided in maintained schools should be free and that no pupil's education should be affected by his or her parent's unwillingness or inability to pay or to contribute towards the cost of pupil's education.
2. Pupils should not be required to pay for any materials, books, instruments or other equipment for use in connection with education provided during school hours; but schools may charge for or require the supply of ingredients or materials for practical subjects where parents have indicated in advance a wish to own the finished product.
3. Instrumental music tuition provided by external private peripatetic music service shall be charged. However tuition as part the music curriculum will be provided free of charge.
4. No charge shall be made by the LEA or by any governing body for any activity taking place in school time, but charges may be made to cover the costs of board, lodgings and activities on residential trips. No charge shall be made for board and lodging if the pupil's parents are in receipt of any form of income support for any part of the period when the activity takes place.
5. No charge shall be made by the LEA or by any governing body in respect of staff or material costs at the Oaklands Residential Centre. No charge shall be made for travel to and from Oaklands if the visit takes place during school hours, but a charge may be made for travel at the discretion of the governors if the visit is an "optional extra". A charge shall be made for board and lodging at Oaklands, but the charge shall be remitted if the pupil's parents are in receipt of any form of income support when the visit takes place.
6. No charge shall be made for entry fees for prescribed public examinations for which registered pupils have been prepared at school. However, charges will be made in the following circumstances:
  - (a) for examinations for which the pupil has not been prepared at school
  - (b) for examinations which are not prescribed
  - (c) where the preparation provided by the school enables a pupil to enter for two or more examinations, the parents shall be charged for the cost of sitting the second and subsequent examinations; where fees vary, the parent shall be charged for the higher fees
  - (d) if a pupil fails without good reason to complete all the examination requirements and is consequently ungraded in the examination.

There shall be no remission of any charges levied in accordance with clauses (a) to (d) of paragraph 6 (i)

7. In respect of activities defined as "optional extras" under the terms of the Education Reform Act 1988, charges may be made by the governors to cover the costs of board and lodging, travel, materials, books or other equipment, entrance fees, teaching and non-teaching staff and any other costs attributable to the provision of activities



## **POLICY ON CHARGING FOR SCHOOL ACTIVITIES**

The governing body of Woodchurch C.E. Primary School has adopted the following policy in connection with the matter of charging for school activities.

1. The governing body endorses the policy of the Wirral Local Education Authority with respect to charging for school activities. This policy is available from the school.
2. Parents will be asked to pay in cash or kind for materials which are being used in practical activities if they indicate a wish to own the finished product. Parents will be asked before the activity is undertaken whether they so wish.
3. Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property which has been damaged or lost as a result of their child's behaviour.
4. Parents will be asked to pay for examination fees in the circumstances outlined in the Authority's policy statement.
5. School trips and visits form an important part of the curriculum offered by our school. Parents are not required to pay for such visits, but may be asked to make voluntary contributions towards their cost. No pupil will be excluded from a school trip because of his or her parents' unwillingness or inability to contribute, but it is hoped that parents will feel able to support the school in its efforts to provide a full and interesting curriculum for all its pupils. If the contributions made are not sufficient to enable a planned trip to take place, the Headteacher may cancel the trip or make such changes to the organisation of the trip as he/she thinks necessary.
6. All trips and visits will be organised under the direction of the Headteacher and in accordance with the guidelines issued by Wirral Education Authority (Circular 1/86). No school visit will take place without the approval of the governing body and the Wirral Education Authority. Teachers organising such trips will be responsible to the Headteacher at all times.
7. Parents will be asked to meet the board and lodging costs of residential trips unless they are in receipt of income support or family credit during any period when the trip is taking place.
8. Parents may be charged for activities defined as "optional extras", that is, activities which are provided mainly out of school hours and which are not part of the school curriculum. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Headteacher is happy to talk to parents in confidence about that possibility.