

Woodcroft Academy



Principal: Miss C Wright

Charging and Remissions Policy

2023/24

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- To maintain the right to a free school education
- To ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost
- To give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

The Governors believe that activities such as educational visits, visitors and residential trips are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of Charging for school activities, which allows the school to ask for voluntary contributions from parents to support these activities. The policy is reviewed every two years.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. In the case of residential trips when school has to make a commitment in advance, any deposit received from the parents will be non-refundable.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre

- School trips
- Musical events

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we will make a charge to cover the costs of any workshops, board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the Principal.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual music tuition if this is not part of the National Curriculum. These currently include guitar and piano lessons.

Lettings charges

The Office Manager is responsible for raising invoices for lettings on a half termly basis. Charges are set out in the school's Letting Policy.

Before and after school club charges

Fees are to be paid in advance by the 1st of every month even if your child is unable to attend their booked session. An invoice will be sent out to parents/carers the week before fees are due, detailing the amounts owed for before and after school club. Fees can be paid using ParentPay and/or childcare vouchers.

Failure to pay fees by the 15th of the month will result in a late payment fee of £10.00 being charged. Any invoice not paid by the end of the month in which they are due may jeopardise your child's place until the debt is cleared in full. Please note that their place may be offered to another child if there is a waiting list for any/all of the sessions.

If you are experiencing difficulty with payment of fees, please contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

A discount of 10% is available to children attending a full week at before & after school club and a 50% discount is available to Woodcroft Academy staff members.

Two weeks notice is required to cancel a place or to make amendments to your regular booking. Sessions not attended during this notice period will still be chargeable. Once notice has been given, the sessions will be released and offered to children on the waiting list. Please contact the school office if you wish to cancel/amend pre booked sessions.

Nursery Provision – Including lunchtime wraparound

Fees are to be paid in advance of sessions at the beginning of each half term. Charges will still be applicable for booked sessions even if your child is unable to attend due to illness, holidays, appointments etc. An invoice will be sent out at the beginning of each half term detailing the fees

due for Nursery provision, including the charges for lunchtime. The payment due date will be included on the invoice and payment will be expected to be made by this date. Failure to pay fees by the specified date could jeopardise your child's place within our nursery and could result in their space being offered to another child.

Emergency sessions must be booked through the school office and will be invoiced at the end of that week for payment by the end of the following week.

All Nursery payments are to be made via Parentpay.

Date: September 2023

Review Date: September 2024