

# THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date	1 May 2012	Next scheduled review	June 2025
Governor approved	June 2024	Key person/people	Finance Manager
Model Policy		Model localised	Yes (HCC)
Pupil leadership team review		N/A	

## CHARGING AND REMISSIONS: Year R to Year 11

### Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims and values of the school. The policy has been informed by the DFE and local authority guidance.

The school day is defined as:

Primary Phase:

08:50hrs to 15:20hrs

Secondary Phase:

08:30hrs to 14:50hrs

### Equality impact

This policy will ensure that no child suffers from unfavourable treatment because of their parent/carer's financial position.

### Practice: During the school day

All activities that are a necessary part of the National Curriculum (plus religious education) will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

For children who are Looked After, all instrumental /vocal music tuition is subsidised by the school. Children in care will be offered lessons and where available, provision will be made within available resources.

### Other Activities

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the pupil was not prepared for it at this school;
- The examination is not on the set list but we arrange for the pupil to take it.

- Parent/carer requesting remark and agreed with school

Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. charges for visits, additional materials for Technology. In these circumstances no pupil will be prevented from participating because his/her parents cannot make a contribution however, if not enough voluntary contributions are received The School may not be able to afford to run the trip or activity.

From time to time we may invite a non-school based organisation such as Winchester Racquets and Fitness to arrange an activity during the school day. Such organisations may need to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period, in order to participate in activities organised by the centre.

### Optional Activities Outside of the School Day

We will charge for optional, extra activities provided outside of the school day, for example, Netball Coaching. Such additional activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus beyond the in-class provision.

### Education Partly During the School Day

If a non-residential activity/visit happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated and support given to pupils who are PPG or Looked After.

### Residential During School Hours

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Child Tax Credit, Disability Living Allowance or an income-based Jobseeker's Allowance.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### School Mini-bus

Only The School's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

### Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as

possible will be given to parents of the activity and the charge. Once a financial reconciliation has been undertaken any surplus identified over £10 per head will be refunded.

All requests for financial support through Pupil Premium or genuine hardship must be made in writing for the attention of the headteacher.

Best Value will be sought in planning activities that incur costs to the school and/or charges to parents.

#### Arrangements for monitoring and evaluation

On behalf of The Resources Committee of the governing body, a specified Governor will monitor the impact of this policy by reviewing on a termly basis on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

#### Damage, Loss and Theft

The school will seek to recover appropriate financial loss incurred as a result of damage loss or theft to or of school property by individual pupils.

#### Wraparound Fees

When a place becomes available, a deposit of half term's fees in advance is requested and will be offset against the final invoice. Wraparound fees are due half termly in advance by no later than the first day of the term or half term. Payment may be made by Standing Order, Cheque, Childcare Vouchers, Tax-Free Childcare payments or credit/debit card, using school's online payment system. If a full or part payment of a Wraparound invoice is outstanding *after three weeks*, the child is unable to attend Wraparound until the fees are settled in full and up to date. Should full or part payment continue to be outstanding at the end of the half term, the place will be made available to prospective parents and the child removed from Wraparound register.

#### Childcare Vouchers/Salary Sacrifice

Unfortunately, The School does not offer the facility for childcare vouchers/salary sacrifice schemes to be used for activities other than Wraparound.

#### **Residentials Outside of School Hours**

If the number of school sessions taken up by the visit is less than 50% of the number of half days spent on the visit it is deemed to have taken place outside of school hours. The School is able and will charge the full cost of all residential visits that fall outside of school hours. All trips must be paid for, in full, by the payment deadline. Where paying by instalments, if payments lapse, your child will not be able to go on the trip and the tour operator's policy will apply in respect of any refund that may be due.

#### Cancellation of Visits

Cancellations by Parents/Carers must be advised in writing. If you withdraw your child and the school is able to find a replacement you will receive a 100% refund. If no replacement can be found, then the tour operator's policy will apply.