



West Byfleet Infant School

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West Byfleet Infant School Charging and Remissions Policy

Reviewed June 2017

Governors Charging Policy

The Governing Body recognise the valuable contribution that a wide range of additional activities including clubs and trips can make towards a pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities. The policy of the Governors is therefore, that the school continues to extend the range of activities provided, with the costs of activities taking place during school time, being met primarily through parental voluntary contributions, with minor shortfalls being met from School fund or by the Parent Friends Association (PFA). Independently run clubs, which take place outside of school time will continue to charge parents for these services.

Where family circumstances make a voluntary contribution difficult, the Governing Body, through the School fund, may remit the full cost. Parents will be invited to speak to the head teacher in the first instance about their difficulty, and authorisation of remission will be made by the head teacher in consultation with the chairman of governors. It is the governing body view that no pupil should be penalised through financial hardship.

Educational visits during school time

Classes make educational visits when appropriate. These are planned to help support the work in the class. Details are sent to parents beforehand when they will be asked for a voluntary contribution to help cover the cost of the trip. The school depends on these contributions from parents in order for these activities to continue. If parents have financial difficulties on these occasions they are asked to contact the head teacher for assistance, so that every child can take part. Should parent helpers, or additional Teaching Assistants, accompany the trip the cost for them is taken into account when pricing the voluntary contribution.

Where possible trips are taken in the surrounding area. If a trip is planned involving travel by coach or train, the parents must give written permission by signing a permission form which includes a medical section as well as a statement relating to the status of the adults involved.

Where it is necessary to use coach travel, the school will exercise its discretion, but will endeavour to use reputable recognised coach companies. The coach must have fitted child seat belts as standard and if the trip is during hot weather then air conditioning is required. At all times the school will follow the guidelines laid down by Surrey County Council for visits off site and staff will compile a risk assessment before the trip is made.

School Fund

The school operates a range of activities to pay for items and activities not covered by the schools devolved funding. These sources include uniform sales, book sales, sponsorship and the Early Bird club. The school fund is audited each year and the accounts presented to Governors annually. The PFA also raise funds to buy extra equipment or luxury items for the school.

Out of school - Clubs

The Governing Body recognises the valuable contribution that out of school clubs make to the school community.

Currently the school operates an Early Bird Club which operates from 7.45 a.m. until 8.50 a.m. The club is run by a supervisor and an assistant. Junior school children who attend the club are taken across to their playground at 8.40 a.m. The service operates a charge per session to cover staffing costs. Pupils of parents who have financial difficulties may use the club at the discretion of the head teacher. Children attending the club may do so on a regular or drop in basis. They are registered in by the supervisor, and payment by cheque can be paid into the session or by cash payments into the school office. The monies are banked into School Fund.

Clubs which run independently of the school but use school premises may make a charge for pupils to attend their clubs. The Governors reserve the right to levy letting charges on clubs taking place on the school premises subject to an annual review. See Lettings Policy.

Wingbats

The school operates an after-school care club called Wing Bats of West Byfleet School. This is run as a separate self-funded organisation under the school umbrella. The club is run by a management committee which invites governors to be members. The club is registered with Ofsted, but is at present, only open to pupils in the Infant and Junior School. Parents join the club by paying an annual membership fee per child and fees are charged for sessions when required. Bookings must be made in advance and paid for in advance. Staff are trained and are paid for by the club. Salaries are reviewed annually as are the fees. The accounts for Wing Bats are audited annually and may be presented to Governors if they wish. The Governors levy a lettings charge for the use of the school hall and playground.