

Charges and Remission Procedure Statement



Walton-on-Trent CE (C) Primary and Nursery School

At Walton-on-Trent CE (C) Primary and Nursery School our policies and procedures have been written to comply, appropriate, with the General data Protection Regulations - GDPR 2018. Further information regarding GDPR is available on the school website.

Reviewed: Autumn 2024

Mission Statement

"To provide all of our children with the very best primary education possible so that they will become effective and enthusiastic learners functioning in a caring, happy and stimulating Christian environment."

Rationale

At Walton-on-Trent C of E Primary and Nursery School we place great importance on the value of learning in a variety of contexts and therefore deliberately plan our curriculum to include all kinds of learning opportunities, both on and off site. This policy statement is intended to make clear to all parents our approach to financing activities.

Voluntary Contributions

In order to make these essential activities viable there are occasions when we need to seek a voluntary contribution towards the cost of an activity which takes place during school hours. Please note however that we ask for no other voluntary contributions, eg for equipment or school funds generally.

Contributions are voluntary and we will not discriminate against parents who are unable or unwilling to contribute. However if there are not enough voluntary contributions to make the activity possible and it is not possible to make up the difference we would not be able to proceed with the activity.

Residential Trips

When residential visits have been arranged the school will make a charge to cover board, lodging and transport. This cost will not exceed the actual cost of the provision.

When the trip takes place wholly or mainly during school hours children whose parents are in receipt of pupil premium will be entitled to the remissions of these charges.

Swimming

The school organises swimming lessons for all children in Key Stage 2 (and year 2 at Needwood). These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Clubs

The school offers additional clubs/ coaching at certain times of the year. There is a charge for these sessions.

PE kit

Children use the school teams kits. We have them in a variety of sizes but make up a team strip. If the kit is not returned parents will be charged for a like for like replacement.

Pupil Premium

At the discretion of the Headteacher pupil premium may be used to offer places to pupils to pupils who are supported by pupil premium funding places at extra-curricular clubs and enrichment activities. School will also offer to pay the full costs of the outdoor educational residential visit from pupil premium. Pupil premium will first and foremost be used to support teaching and learning. (see pupil premium policy and reports).

Hire of school buildings

As specified in the "Lettings [PolicyProcedure](#)"

Petrol Expense Claims

Petrol and parking expense claims may be paid (at the discretion of the Headteacher) to employed members of staff travelling to and from venues for training purposes. Expense claims must be completed using 'Staffordshire County Council – Expenses Form' form (available from the Office Services Manager) and be accompanied by a VAT petrol receipt, dated prior to the day of travel. Mileage must be calculated to and from the venue less the number of miles travelled to and from the normal place of work. All claims must be made within 10 working days of the date of travel.

Damage and Loss of Equipment

The Headteacher and the Governing Body reserve the right to charge members of staff and parents for the loss or damage to school equipment or property, incurred by wilful neglect or purposeful damage.

Musical Instrument Tuition

Charges are made for teaching an individual or group to play a musical instrument when the teaching is not part of the normal curriculum. Such lessons are provided through Derbyshire County Council's instrumental scheme and full details of charges and criteria for reduced payments are provided by them to relevant families.

Telephone usage in school

It is expected that staff will use mobile phones for personal telephone calls whenever possible. However we recognise that signal coverage is very poor at our school site. Therefore, staff will be allowed to use school telephones, when necessary, without charge, although we would expect these requests to be kept to a minimum.

Please see the Headteacher directly if you wish to discuss any aspect of our Charging Procedure Statement.