



*Our Best Preparation for Tomorrow
Is Doing Our Best Today*

Westbrook Old Hall

PRIMARY SCHOOL

WESTBROOK
OLD HALL COMMUNITY PRIMARY
SCHOOL

CHARGING AND REMISSIONS
POLICY

SCHOOL MISSION STATEMENT

We believe that the best preparation for tomorrow's future is striving to do our best today.

We believe that because **our children matter**, they have the right to be safe and healthy, happy and confident, recognised for the individuals they are and for those they might become.

We believe that because **our children's achievement matters**, they have the right to an excellent learning environment that promotes high expectations, ensures inclusion, recognises diversity and promotes progress and attainment.

We believe that because **our children's future matters**, they have the right to lead, the right to follow, the right to take best advantage of present and future technology and the right to a global life free from threat

Aims (Outcomes)

Our school aims that all children:

- Are tolerant and responsible
- Are happy and confident
- Are safe and healthy
- Are skilled and willing
- Are eco aware
- Are techno 'cute'
- Are leaders and partners
- Are flexible
- Are given every opportunity to attain and progress
- Are mindful of the joy of diversity
- Are focused on being excellent in all they do
- Are expected always to do their best

SCHOOL AIMS

Our **children** matter, as does their **achievement** and so too does their **future**.

Because our children matter, we will work to:

- Ensure they are safe and ensure that they can keep themselves and others safe too
- Make sure that school life is happy, enjoyable and rewarding - taking each and every opportunity to build confident, positive citizens of the future
- Develop individuals with a sense of responsibility to themselves and to their community, able to respond positively to different views and beliefs

Because our children's achievement matters, we will work to:

- Release and develop the excellence latent in all our children
- Ensure high expectations in all we do, developing a culture that remains positive about the steps to success and able to celebrate success accordingly
- Provide an inclusive learning framework where individual needs are recognised and catered for, where diversity is celebrated for what it offers our school community
- Ensure that all children make good progress leading to attainment appropriate to potential
- Develop learners with a love of learning and a commitment to future learning in life

Because our children's futures matter, we will work to:

- Develop their ability to release the opportunities provided by technologies present and future
- Develop their awareness of their footprint upon this 'one' world and how they can contribute to its sustainability
- Develop a skills base and a solution-focussed attitude that can be applied to effect in a variety of circumstances now and in the future
- Develop an ability to lead others and to be led by others in productive working partnerships

EQUALITY STATEMENT

Equal Opportunities is the responsibility of the whole school community and must be reflected throughout the organisation of the school and be addressed in the taught and hidden curriculum.

All staff, governors, parents/guardians and pupils will be involved in developing, implementing and monitoring the equal opportunities policy and practice.

All staff, governors, parents/guardians and pupils regardless of race, religion, ethnicity, disability, age, gender, sexual orientation and socio-economic background, are welcome and will be encouraged to participate in the life of the school.

The school recognises its responsibilities under the Equality Act 2010 to eliminate discrimination and to promote good race relations.

BRITISH VALUES

The government set out its definition of British Values in the 2011 Prevent Strategy. At Westbrook Old Hall we reinforce regularly the following values through an agreed programme: Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those of Different Faiths and Beliefs.

Charging and Remissions Policy

The OMEGA Multi Academy Trust authorises Westbrook Old Hall's Governing Body to establish a Charging and Remissions Policy in accordance with current legislation should they wish to charge parents for any or all of those activities for which charges are permitted. These include:

- board and lodging on residential trips
- activities which take place wholly/mainly outside school
- costs associated with individual music tuition
- costs associated with non-statutory music examinations
- sporting activities provided by third party professional coaches

The MAT authorises Governors to remit charges for visits during school hours deemed to be partly a child's statutory entitlement. Furthermore, the MAT empowers Governors to seek voluntary contributions in order to fund activities taking place during school hours for which costs cannot be borne from the school budget. Westbrook Old Hall Governors have agreed the following policy in respect of charging:

- 1.1 School trips to theatres, museums etc. are a valuable part of any child's learning. A child can absorb atmosphere, talk to specialists and use specialist equipment not normally available in school. The Governors and staff feel that children would lose beneficial experiences of trips if visits ceased. Visits off the school premises are an important additional element of the curriculum provision at Westbrook Old Hall School.
- 1.2 The school budget does not, and cannot, finance such visits and experiences off-site. The only way that such visits can continue is if parental support donations are forthcoming.
- 1.3 Children whose parents or guardians do not make voluntary donations will not be singularly excluded from any proposed trip, visit or activity.
- 1.4 Each visit/experience will be taken on its merits. A request will be made to each parent to donate an amount equivalent to the precise cost of each activity/visit/experience using the attached standard letter. If donations are not forthcoming or all but a small percentage of donations are sent, the Head teacher will cancel that particular activity.
- 1.5 The definition of "small percentage" is flexible and will vary according to the cost of a particular trip or activity. The school will be able to subsidise non-payment of an inexpensive trip in as much as each non-payment will not cost the school too much. In this case, there can be a higher tolerance of non-payment before any trip is cancelled, (this supports paragraph 1.3).
- 1.6 The reverse is true if a proposed activity is relatively expensive and therefore the school cannot bear the cost of non-payment. In both 1.5 and 1.6 the Head teacher will use his discretion in bearing the cost of non-payment. In the case of more expensive residential visits the school has a tradition of organising fund-raising events to provide a limited subsidy for excursions and transport.

- 1.7 When planning visits/experiences for children, teachers should be mindful of the cost and should, when feasible, plan joint visits with other classes to bring in economies of scale. It is the teacher's responsibility to cost the proposed visit in consultation with the Office Leader and to refer such costs to the Head teacher before requesting donations. Teachers must follow the procedures set down in the school's policy for planning educational visits.
- 1.8 The Office Leader is responsible for recording payments of donations. Every care must be taken to prevent public identification of those children whose parents' donations have not been forthcoming.
- 1.9 At parents' request children who are absent on the day of a particular activity will be fully reimbursed for any donations made.
- 2.1 Education at Westbrook Old Hall will be free of charge for all pupils if it takes place wholly or mainly during school hours and is an activity necessary to fulfil the obligations and requirements of the National Curriculum. However, there may be occasions when visits to museums etc, although part of the school's National Curriculum provision, cannot be funded. On these occasions, Parents will be asked to make a donation to cover the cost of the activity (paragraphs 1.2 - 1.9)
- 3.1 Charges will not be levied for any materials or ingredients used by the children in school. However, voluntary donations will be requested of parents for such things as baking ingredients. In all cases paragraph 1.3 applies.
- 4.1 Charging will not occur for class music tuition or group musical activities within school hours. If a visiting performer comes to school on a commercial basis, then paragraphs 1.2 - 1.9 apply. However, where individual tuition/small group lessons in the playing of any musical instrument is available to pupils then a charge will be made equivalent to the overall cost.
- 5.1 Where an activity involves pupils in at least one night's stay away from home, the Governing Body may, and will, charge for board and lodging whether or not the activity is deemed to have taken place in school hours. Charges for residential trips will reflect the actual cost to the school. A statement of accounts, if requested, will be produced for parents following residential visits.
- 6.1 Swimming is an important element of the Key Stage 2 curriculum and as such the Governors will continue to fund both pool hire and tuition. However, Governors will request donations for transport, (at cost), in respect of these lessons. The provisions in paragraph 1.3 still apply.
- 6.2 Since all visits during school hours will be financed through parental contributions and not charged for, the Governing Body will not be required to remit any charges to parents
- 6.3 For some pupils, the school may be able to subsidise donations through the use of its disadvantage fund/pupil premium.
- 6.4 Exceptions on any payment will be made under the discretion of the head-teacher on a case by case basis.