



Charging & Remissions Policy

Category: Statutory	Approved by: Full Governing Body
Last Approved: July 2025	Next Approval due: July 2026
Initial Review by: School Business Manager & Head Teacher	Formal Review by: Finance & Resources Committee
Linked Policies:	

Our Christian Vision:

Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed everyone and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.

PURPOSE

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Voluntary Contributions Policy explains how we will ensure a good range of activities and visits are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy has been informed by:

- A Guide to the Law for school Governors
- DCSF guidance Planning and Funding Extended Schools
- DFE Charging for school activities. Advice for governing bodies, school leaders, school staff, and local authorities. May 2018.

ROLES AND RESPONSIBILITIES

The headteacher, staff and governors will ensure that the following applies:

1. NO CHARGE WILL BE MADE FOR

- Education provided during school hours, including the supply of any materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that a pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.

- Tuition for pupils learning to play musical instruments, or singing, if tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Education that takes place on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examinations that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip.

2. ACTIVITIES FOR WHICH CHARGES MAY BE MADE

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on the activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential Activities

Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside of school time (other than those listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of days spent on the trip it is deemed to have taken place during school hours, even if some activities take place during the evening. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music Tuition:

Music tuition for individuals or groups of pupils. Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for, with the exception of board and lodging for residential trips, are regarded as 'optional extras'. Charges will not exceed the annual cost, per pupil, for provision.

Woolhampton Church of England Primary School
Enabling All To Flourish

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments or equipment, where a parent wishes their child to own them	E.g. A clay model (charge to cover the cost of clay)	Remission available
Charges will be made for music tuition	The cost for teaching staff employed to provide tuition in playing an instrument or singing, where the tuition is an optional extra for an individual pupil or group of pupils teaching	Remission available
Charges will be made for board and lodging component of residential trips	The charge will not exceed the actual cost	Remission available
Charges will be made for Breakfast Club	Charge per session Review annually by Finance & Resources Committee	Remission available
Charges will be made for after school activities eg sports clubs, where these clubs are run by outside providers	The cost will be stipulated by the provider and will cover all coaching, teaching, use of equipment	Remission available
Charges may be made for after school activities run by school staff to cover the cost of materials	E.g. Cooking ingredients	Remission available

3. FAMILIES QUALIFYING FOR REMISSION OR HELP WITH CHARGES

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table above. Criteria for qualification for remission are given below.

Parents in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

4. ADDITIONAL CONSIDERATIONS

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall give as much notice as possible of a trip and charges so that parents can plan ahead.
- We have established a system for parents to pay in instalments for residential visits.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

5. VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Any transport provided by the school in school hours will be provided free of charge (though a voluntary contribution could be requested)

6. MONITORING AND REVIEW

The Finance & Resources Committee of the Governing Body monitors this policy annually, or sooner if the Law changes. This Committee reports its findings and recommendations to the full Governing Body, as necessary, if the Policy needs modification.