



Charging and Remissions Policy

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Contents

1. Admissions	3
2. School meals	3
3. Statutory Assessments	3
4. School trips that take place during school hours (this does not include the break in the middle of the school day)	3
5. Activities that take place outside of school hours (non-residential)	3
6. Activities that take place partly during school hours either on or off site	4
7. Residential activities	4
8. Extended services	5
9. Damage to property and breakages	6
10. Remissions and concessions	6
11. Voluntary contributions	6
12. Inability or unwillingness to pay	7

Woodlands Primary School believes all pupils should have an equal opportunity to benefit from school activities and visits, independent of their parents' financial means. This policy outlines where charges may be applied.

Woodlands Primary School may ask for voluntary contributions for school activities linked to the curriculum which are either wholly or mainly in school hours and which incur a cost to the school that is over and above the normal day to day expenditure. No pupil will be excluded from such an activity because they did not contribute. However, the school reserves the right to cancel any such activities if insufficient contributions are received.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for pupils who are entitled to free school meals.

3. Statutory Assessments

There is no charge for statutory assessments

4. School trips that take place during school hours (this does not include the break in the middle of the school day)

When planning school trips we will take into account the financial impact on families. There will be a payment involved to include transport, admission and activity costs.

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the school's basic curriculum for religious education.
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra

Participation in any optional extra activity will be on the basis of parents/carers' choice and a willingness to pay the charges. The school must have the agreement of parents/carers before organising the provision of an optional extra where charges will be made.

6. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours

- education provided on any visit that takes place outside school hours if it is 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, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents/carers will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents/carers who can prove they are in receipt of certain benefits may be entitled to support to pay this cost (see **section 11** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours (**see section 5**).

8. Extended services

Woodlands Primary School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when pupils are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parents/carers will be asked to subsidise others.

9. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a pupil or parents/carers the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

10. Remissions and concessions

The school will give consideration to the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Pupils of families who receive these payments are also entitled to free school meals.

Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and Chair of the Local Governing Body will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and headteacher.

11. Voluntary contributions

The school or Greenshaw Learning Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent/carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

12. Inability or unwillingness to pay

Woodlands Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents/carers or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.