



Willow Park
C of E Primary School

Charging & Remissions Policy

Approval by:	FGB
Date of approval:	December 2032
Review date:	September 2025

Version Control

Version	Date	Summary of changes (inc. reason for review if not scheduled review date)

Charging & Remissions Policy

The Department for Education require both the Local Authority and the Governors of individual schools to formulate their respective charging and remissions policies.

The 1988 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions'. Both are explained in this policy.

Education during School Hours

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. We may for a voluntary contribution.

Charges

Parents will be expected to pay for:

- The cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product.
- Optional extras (see below)
- Individual instrumental or vocal tuition requested by the parent
- Community facilities (currently not provided)

Optional extras include:

- Extended day services offered to pupils (for example breakfast clubs, after-school clubs, tea and supervised homework);
- Board and Lodgings for a pupil on a residential visit
- Education provided outside of school time that is not part of the national curriculum, part of syllabus for a prescribed public examination that the pupil is being prepared for at school or part of religious education;
- Examination entry fees, if the registered pupil has not been prepared for the examination at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).

The schools cannot charge for transport provided in connection with an educational visit. However, we may ask for voluntary contributions (see below).

Participation in any optional extra will be on the basis of parental/carer choice and willingness to meet the charges. The schools will seek parental/carer agreement for the provision of an optional extra where a charge is made.

Wherever possible, the school will give sufficient notice to allow parents/carers to pay by instalments if the cost of the activity is significant (for example, any residential trips).

The calculation of the cost will be in line with DfE Guidance and include any materials, books or instruments provided, the cost of buildings and accommodation, non-teaching staff, teaching staff engaged purely to provide an optional extra or instrumental and vocal tuition.

Charges for individual pupils may not exceed the actual cost of providing the activity divided by the number of pupils participating, include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay or include the cost of alternative provision for more pupils who do not wish to participate where a small part of the activity takes place in school hours.

Voluntary Contributions

If an activity takes place partly or wholly in school hours then voluntary contributions will be asked for to cover the costs.

If parents /carers wish their child to take part in a school trip or event, but are unable or unwilling to make a voluntary contribution, the child will be allowed to participate fully in the trip or activity. No child will be left out if his/her parents could or would not contribute towards the cost. Subsidies from various sources e.g. School Fund or donations from the PTA, will be considered to cover the deficits.

However, any proposed activity would need to be viable otherwise the Head, in consultation with the Governing Body, will have the right to cancel such an activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents.

This list is not exhaustive:

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by theatre companies
- School trips
- Musical events
- Transport

Swimming

The school organises swimming lessons for children, this is currently limited to KS2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity, but we do ask for a voluntary contribution towards

travel costs. We inform parents when these lessons are to take place, we ask parents for their written permission for their child to take part.

Residential visits

The schools will charge parents / carers to cover the costs of board and lodging of a pupil on a residential visit.

We will not make any charge for the education and activities provided during the visit, however we will request voluntary contributions as well as to transport to and from the location.

The schools will not ask parents to contribute to the cost of supply teachers covering for those teachers who are absent from school accompanying pupils on a residential visit.

Parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found online (<https://www.gov.uk/apply-free-school-meals>) or be obtained from the school offices.

Any parent who is unable to support their child, for financial reasons, in the attendance of a school trip is encouraged to discuss the issue with the Head teacher.

This policy has been based on the DfE's guidance on charging for school activities (May 2018), which can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf