

# **WALFORD NURSERY & PRIMARY SCHOOL**



## **Policy for CHARGING AND REMISSIONS**

Reviewed: June 2025

**Date for Review: June 2026**

## Policy on Charging and Remissions

This Charging and Remissions Policy complies with statutory requirements and is reviewed by the school.

### Aims

Walford Nursery & Primary School aims to:

- have robust, clear processes in place for charging and remissions;
- clearly set out the types of activity that can be charged for and when charges will and will not be made;
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

### Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

### Definitions

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge which would normally be payable.

### Introduction

At Walford Nursery & Primary School, the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- the board and lodging element of any residential activities;

- any activities which take place or are deemed to take place outside school hours which are not part of the National Curriculum;
- the school reserves the right to levy a charge for wilful damage to property and equipment by pupils and expects parents to support the school in this respect by helping their child to face their responsibility.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. The Governing Body wishes to make it clear that if voluntary contributions or other funds held by the school are insufficient to meet a good proportion of the cost of any trips organised, contributions already made will be returned and the trip cancelled. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent / carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we will allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

### **Remissions**

Where a pupil is eligible for free school meals or Pupil Premium funding, the Governing Body will remit, in part or in some cases full, the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or as part of the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. This may include:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

When arranging a chargeable activity, the Governing Body will invite parents / carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

### **Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do suggest a charge to cover the costs of the trip, including: board and lodging, although children in receipt of Pupil Premium will be assisted with this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum will be covered in other ways.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but children in receipt of Pupil Premium may be assisted with this. We give parents and carers information about additional music tuition at the start of each academic year or as requested.

### **Swimming**

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers toward the cost of transportation. We inform parents / carers when these lessons are to

take place, and we seek the written permission of parents or carers for their children to take part.

Children in Year 4, Year 5 or Year 6, who not achieve the expected standard in swimming before the end of swimming lessons in Year 4, will receive funded lessons as part of the Sports Premium funding during the Summer Term of each year to ensure they achieve the required standard.

### **Breakfast Club / After School Clubs / Sports**

The school offers additional activities before and after school, including tennis, coding, nature detectives, sport, etc. Sometimes, qualified coaches, who are not members of the school staff, run and organise these sessions. We make a small charge for these sessions.

### **Where charges cannot be made**

Below, Walford Nursery & Primary School set out what the school **cannot** charge for:

#### **Education:**

- Admission applications.
- 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
  - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious Education.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.

#### **Transport:**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

- Transport provided in connection with an educational visit, however, the school is able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

### **Residential visits:**

- Education provided on any visit that takes place during school hours.
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.
- Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious Education.

## **Roles and responsibilities**

### **The Governing Board**

The governing board has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the Headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

### **Headteacher**

The headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

### **Staff**

Staff are responsible for:

- implementing the Charging and Remissions Policy consistently;
- notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents / Carers**

Parents/Carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

### **Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the governing body.

**Signed:** \_\_\_\_\_ Chair of Governors

**Dated: 08/07/2025**