



WESTONZOYLAND

Community Primary School and Pre-school

Charging and Remissions Policy

January 2025

Ratified by: Ratified by:

Headteacher
Andy Clark

Chairs of Governors
Amy Saturley & Laura Proud

To be reviewed January 2026 or in line with County updates

Introduction

The aim of this policy is to set out what charges may be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Charging and Remission Policies

Schools should ensure that they have a Charging and Remissions Policy available on their website. The policy includes details of:

- The activities or cases where the school will charge pupils' parents
- The circumstances where the school will make an exception on a payment you would normally expect to receive under your charging policy.

Schools may not charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment) subject to the exceptions referred to in this guidance. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.

Schools and local authorities can charge for:

- Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
- Optional extras
- Music and vocal tuition that occurs at a parent's request
- Certain early years provision
- Community facilities

Residential School Visits

We charge for the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs. We may also ask for contributions towards funding the activities that take place on a residential visit.

Parents who are or have been in receipt of certain benefits, and therefore whose children attract Pupil Premium funding (see appendix A) will be asked to pay a voluntary contribution of fifty percent of the total cost of the trip, they will be notified of this through trip information letters. Parents should contact the school for further guidance.

Trips and Visits

When we arrange trips and visits we are conscious of the costs for parents and always aim to make these as reasonable as possible. We need to cover all school costs – no profit is ever sought.

Letters about school trips contain a paragraph asking for **voluntary** contributions or donations. Regulations also state that no child can be excluded by the school from the trip/visit by reason of their parents being unable, or unwilling, to make a voluntary contribution. No additional funds are provided by the Government for trips.

If parents experience difficulties in contributing towards school trips they are offered the opportunity to discuss these with the Headteacher who will endeavour to help.

When we go on a trip we arrange for the children to be in small groups. Any costs for supervisory, additional adults are therefore an allowable charge against the trips.

Anyone who is ill on the day will have their contribution returned if this is made possible by the school also being reimbursed.

If insufficient voluntary contributions are raised to fund a visit or the school cannot fund it from another source then it must be cancelled. Schools must ensure that they make this clear to parents.

Community facilities and optional extras

We charge for out of hours child care including our Breakfast and Afterschool Club facilities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the provision, divided equally by the number of pupils participating. Participation in any optional extra activity is on parental choice and willingness to meet the charges. Therefore parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made. Parents who do not abide by the timings for out of school child care provision may incur fines as laid out in the club literature.

We may charge for the use of our facilities by other groups. Money collected from this will be reinvested into the school budget.

We may charge for transport where it is not regularly required to transport the pupil to school or other premises where education is provided.

Music Tuition

Charges may be made when the tuition is not an essential part of:

- The National Curriculum.
- A public examination syllabus.
- First access to the Key Stage 2 instrumental and vocal tuition - Wider Opportunities programme

Examinations

No charge will be made for entering pupils for public examinations that are on the National Curriculum. However, an examination entry fee may be charged to parents if:

- the pupil wasn't prepared for the examination at the school
- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it

Breakages and Replacements

We may charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils

Extra Curricular Activities, School Clubs and Resources

We may charge for extra-curricular activities and school clubs.

We may charge for any materials, books, instruments or equipment where the child's parent wishes him/her to own them.

Voluntary Contributions

We may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours including swimming
- school equipment

The contribution is voluntary and pupils of parents who can't, or don't want to, contribute will not be excluded from the activity.

Where there are not enough voluntary contributions to make the activity possible, we may cancel the activity.

Appendix A

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from having to pay the cost of board and lodging:

- Universal Credit in prescribed circumstances - 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)
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190.
- Guaranteed State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit