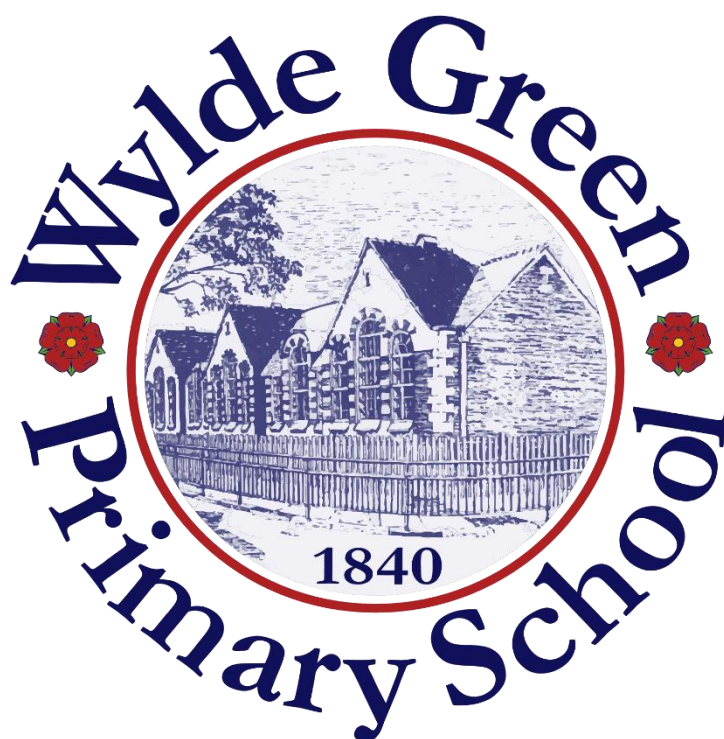


WGPS Charging and Remissions Policy



Date approved: January 2026

Review Date: January 2027

Signed: Richard Hamilton-Martin

INTRODUCTION

The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

STATEMENT

The policy complies with the requirements of:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations)(England) Regulations 2010
- Freedom of Information Act 2000
- DFE (2018) 'Charging for school activities'
- DEF (2020) 'Governance handbook'

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

-  To make school activities accessible to all pupils regardless of family income
-  To encourage and promote external activities which give added value to the curriculum
-  To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school. To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

LEGISLATION – EDUCATIONAL DURING SCHOOL HOURS

The DfE in its guidance to School Governors states that “education provided during school hours must be free. The definition of “education” includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity.” It goes on to advise that “although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)” When additional costs are incurred by Wylde Green Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

EDUCATION OUTSIDE SCHOOL HOURS

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

There is a charge for “optional extras” taking place outside of school hours, whether by an external provider or school led extra-curricular clubs, to cover costs of materials and other expenses associated with the running of the sessions. Parents will be notified of the cost of such sessions, as and when they arise.

REMISSIONS

To ensure that access to activities reflects intentions, Wylde Green Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, **Income-related Employment and Support Allowance**, Support under part IV of the Immigration & Asylum Act 1999, **the guaranteed element of Pension Credit**, Child Tax Credit (provided that Working Tax Credit is not also received and gross income is no more than £16,190), **Working Tax Credit run on- paid for four weeks after they stop qualifying for Working Tax Credit or Universal Credit (if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive))**, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Data Protection of pupils and families.

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

If sufficient contributions (75% of total cost of activity) are not received the activity may be cancelled.

CHARGES

The Governing Body reserves the right to make a charge for the activities and items detailed below:

-  Trips which are not part of the school curriculum or are outside the school day
-  After school and pre-school clubs
-  Damage to school property or personal belongings - the cost of replacing any item such as: a broken window, damaged clothing or defaced, damaged or lost book, where this is a result of a pupil's behaviour or actions.
-  Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc
-  Damage to school books (Reading scheme)
-  Individual or elected Instrumental Tuition – full cost to be charged if not an essential part of the national curriculum or exam syllabus
-  SATS revision materials
-  Care of children whose parents do not advise school in advance of any circumstances which lead to late collection of children
-  Care of children whose parents are late collecting their child on three or more occasions within a half term.
-  Referral to Education Welfare and Social Services for children who are collected late from school on a regular basis. In the event of the child being left after 4.30pm, the Police may also be contacted
-  Lettings – see individual Lettings Policy

Lost School Equipment, Books etc

Parents will be expected to replace or pay for the cost of lost items of School property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's behaviour.

Residential Activity

The DfE in its guidance to School Governors states that “For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel.

However, charges will be made for board and lodging in these circumstances. A voluntary contribution will be requested by the school for such activities.

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at **10p per sheet and 20p for any colour printing.**

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.

Breakfast Club and After School Club

These sessions are run daily. Both clubs are run by Wylde Cats. This is separate from the school and therefore school is not liable for any costs incurred by parents for this facility.

Debts

It is school policy to look at any outstanding debts on an individual basis. The Head Teacher has the right to write off any debts up to the amount of £20.00 in exceptional circumstances. Any debts which are outstanding above this amount must be discussed and written off with agreement from the Governing Body or referred to the appropriate services.

Review

This policy will be reviewed annually by staff and governors.