



St Wilfrid's CE Primary School

Charging and Remissions Policy

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1. Aims

St Wilfrid's CE Primary School aims to:

- Maintain clear, robust and transparent arrangements for charging and remissions.
- Ensure that all charging practices comply fully with legislation and Department for Education (DfE) guidance.
- Clearly identify activities for which charges may and may not be made.
- Offer a broad range of educational experiences while minimising financial barriers for pupils and families.

2. Legislation and Guidance

This policy is based on the requirements of the Education Act 1996 (sections 449–462), Department for Education (DfE) guidance Charging for School Activities, and local guidance issued by Nottinghamshire County Council.

3. Definitions

- **Charge:** A fee payable for a specifically defined activity.
- **Remission:** The reduction or cancellation of a charge that would normally be payable.

4. Roles and Responsibilities

4.1 Governing Board

The governing board has overall responsibility for approving and monitoring the implementation of this policy. This responsibility has been delegated to the Policies, Procedures and Finance Committee.

4.2 Headteacher

The headteacher is responsible for:

- Ensuring staff are aware of and apply this policy consistently.
- Providing appropriate guidance or training to staff where required.

4.3 Staff

Staff are responsible for:

- Implementing the policy consistently.
- Raising any uncertainties regarding charging or remissions with the headteacher.

4.4 Parents/Carers

Parents and carers are encouraged to contact the school if they have any questions or concerns about this policy.

5. Activities for Which Charges Cannot Be Made

5.1 Education

The school will not charge for:

- Admission applications.
- Education provided during school hours, including the supply of materials, books, instruments or equipment.
- Education provided outside school hours if it forms part of the National Curriculum.
- Religious Education.

- Instrumental or vocal tuition that forms part of the National Curriculum, including whole-class tuition at Key Stage 2.

5.2 Transport

The school will not charge for transport:

- Where Nottinghamshire County Council has a statutory duty to provide home-to-school transport.
- To other premises where the governing board or Nottinghamshire County Council has arranged for pupils to be educated.
- To enable a pupil to meet an examination requirement for which they have been prepared at the school.
- Provided in connection with an educational visit that takes place during school hours or forms part of the National Curriculum or Religious Education.

5.3 Residential Visits

The 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 forms part of the National Curriculum or Religious Education.

6. Activities for Which Charges May Be Made

6.1 Education

The school may charge for:

- Materials, books, instruments or equipment where parents/carers wish their child to own them.
- Optional extras (see section 6.2).
- Instrumental or vocal tuition provided at the request of a parent/carer (see section 6.3).
- Certain early years provision, where applicable.
- Community facilities provided by the school.

6.2 Optional Extras

The school may charge for optional extras, which are activities provided outside school time and which do not form part of the National Curriculum or Religious Education. Optional extras may include:

- Education provided outside school hours that is not part of the National Curriculum or Religious Education.
- Transport (other than statutory transport or transport required to attend National Curriculum activities during school hours).
- Board and lodging for pupils on residential visits.
- Extended day services, such as breakfast clubs, after-school clubs, and supervised homework sessions.

When calculating the cost of optional extras, charges may include:

- Materials, books, instruments or equipment.
- Costs of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged specifically to provide the optional extra.
- A proportion of the costs for teaching staff providing instrumental or vocal tuition where this tuition is an optional extra.

Any charge made will:

- Not exceed the actual cost of providing the activity, divided equally among participating pupils.
- Not include an element of subsidy for other pupils.

Where a small proportion of an activity takes place during school hours, no charge will be made for that element, and the charge will not include the cost of alternative provision for pupils who do not participate.

Parental agreement will be obtained before any optional extra is provided.

6.3 Instrumental and Vocal Tuition

The school may charge for instrumental or vocal tuition provided individually or in groups where the tuition is provided at the request of a parent/carer.

Charges will not exceed the cost of providing the tuition, including staffing costs.

Charges will not be made where:

- The tuition forms an essential part of the National Curriculum.
- The tuition is provided as part of the Key Stage 2 whole-class instrumental programme.
- The pupil is looked after by a local authority.

6.4 Residential Visits

The school may charge for board and lodging on residential visits. Any charge will not exceed the actual cost of board and lodging.

7. Voluntary Contributions

The school may request voluntary contributions from parents/carers to support activities or visits that would not otherwise be possible, including educational visits and sporting activities.

There is no obligation to contribute, and no pupil will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If insufficient voluntary contributions are received, the activity or visit may be cancelled.

8. Remissions

In certain circumstances, the school may reduce or waive charges for activities set out in sections 6 and 7 of this policy. Decisions regarding remissions are at the discretion of the governing board.

8.1 Residential Visits

Parents/carers will be exempt from paying the cost of board and lodging on residential visits if they are in receipt of one or more of the following benefits:

- 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 (subject to government income thresholds and provided Working Tax Credit is not also received)
- Working Tax Credit run-on
- Universal Credit (subject to government income thresholds)

9. Monitoring and Review Arrangements

The headteacher will monitor the implementation of this policy to ensure compliance with legislation and guidance.

The policy will be reviewed annually by the Operations Committee of the governing board.