



Charging and Remissions Policy

Westways Primary School

September 2025

Westways Primary School CHARGING AND REMISSIONS POLICY

Aim

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

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for

The Governing Body of the School recognise that legislation prohibits charges for the following;

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip (though a voluntary contribution could be requested).

- An admission application. The 'School Admission Code 2012' rules out requests for financial contributions as part of any admissions process.

Charges may be made for

- Board and lodging on residential visits. (A phased payment scheme will operate to allow parents/carers to spread the cost over a longer period of time)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils (eg a broken window or toilet seat)
- Extra-curricular activities and school clubs
- Any extended school activity (eg Breakfast Club, After School Club)
- Damage/vandalism/loss to and of school property (eg reading books)
- Any photocopying that is requested by parents relating to their child under the 'Freedom of Information Act.'
- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at a rate that will include the cost of staff time to sort and collate the relevant information as well as photocopying charges and postage.

Remission

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance/ESA
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the threshold limit
- Guarantee element of State Pension Credit
- Universal Credit (in prescribed circumstances)

- An income related to employment and support allowance that was introduced on 27th October 2008

Community Facilities

The school is allowed to provide facilities that can be used by local community, for example holiday care, out-of-hours clubs. Schools can charge for the use of these facilities, and a profit can be generated, providing it is spent on the purposes of the school and or on community facilities.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- Pupil's travel costs
- Entrance fees to museums, castles, theatres etc
- Insurance costs
- Educators/artists fees

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;

- That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school will be obliged to cancel the activity/visit. Parents are made aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

The school cannot ask for a direct debit to the school fund. The school may ask for voluntary contributions, as long as it is clear that they are voluntary, but state education must be free and we have no intention of changing this policy. No contributions may be sought as part of the admissions process.

Refunds

If a refund is deemed to be necessary and where payments cannot be carried forward, school will reimburse the payment provider who will in turn, reimburse the parent.

Date of Policy approval – March 2017
Review: Oct 2026