

Well Green Primary School



Charging and Remissions Policy

Reviewed September 2025

1. Aims

Our 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

2. 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's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

- › **Charge:** a fee payable for specifically defined activities
- › **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

Well Green is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

4.1 The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher.

The Governing Board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance, Pay & Staffing committee. Monitoring the implementation of this policy has been delegated to this committee.

4.2 Head teachers

The head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the head teacher 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.

4.4 Parents

Parents are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 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
- › Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- › 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

5.2 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

5.3 Residential visits

- › Education provided on any visit that takes place during school hours
- › 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
- › Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- › Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Certain early years provision
- › Community facilities
- › Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- › Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- › Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- › Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- › Board and lodging for a pupil on a residential visit

- › Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- › Any materials, books, instruments or equipment provided in connection with the optional extra
- › The cost of buildings and accommodation
- › Non-teaching staff
- › Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- › The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- › If the teaching is an essential part of the National Curriculum
- › If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- › For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

All parents at Well Green will be asked to make a voluntary contribution for curriculum trips and visitors. The school will give parents adequate notice of any visit and the costs involved in order that they may make contributions over a period of time.

If the school has received less than 75% of the contributions required one week before any planned trip, the trip may be cancelled and all money refunded.

The cost of any voluntary contribution will not exceed the actual cost of the trip or visitor.

Some activities for which the school may ask parents for voluntary contributions include:

- Breakfast club, art club, cooking club, sports, etc.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

- Peripatetic Music Lessons
- Some external clubs

For regular activities, the charges for each activity will be determined by the governing board and reviewed in September each year. Parents will be informed of the charges for the coming year in October each year.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- › 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)

10. Nursery

9.1 Parents of 3 and 4-year-old children are entitled to 15 hours of provision in the nursery class free of charge.

9.2 From September 2017 some parents may be entitled to 30 hours free Nursery Education. The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year¹. Working will include employed and self-employed persons. Parents do not necessarily need to work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW. This includes those parents on zero contract hours who meet the criteria. Please see online at HMRC for additional information regarding eligibility. The 30 hours fee entitlement is subject to 3 monthly checks in September, January and April.

9.3 Grace period the government believes it is right to ensure that there will be a short grace period for families whose circumstances change. This will give parents the opportunity to regain employment and will also give providers certainty that if they offer a place under the new entitlement, they will not have to fill that place immediately if a parent's circumstances change. NB. We wait for detail about the 'Grace Period' and will update this policy when we have further information.

9.4 Parents/carers MUST provide evidence of entitlement when requested to do so. Failure to comply with this request or the withdrawal of eligibility will result in the withdrawal of a child's free place or an invoice for the additional hours. You will then need to discuss with school the options available to you should you still require a place in our nursery

9.5 Parents who would like a full-time place for their child but are not eligible for 30 hours free, pay a top-up for the additional 15 hours - 30 hours total per week (15 hours free + 15 hours with top up fee 9.00am-3.10pm)
The charge is set to cover costs and is reviewed annually by the governing body in line with the local authority

guidelines and other providers. Parents must pay top ups on the first day of each term. Payment is due on the first day of each half term. Cheques should be made payable to Well Green Primary School. It is possible, in some circumstances, to use 'childcare vouchers' from company schemes, please discuss this with the Head Teacher. Payment must be made in advance.

9.6 There is no remission of charges if the child misses sessions through illness, holiday or other absences, including relocation or leaving Nursery early for any other reason during term time. If a child has is diagnosed with a serious illness and their attendance becomes difficult the head teacher will deal with this on an individual basis. Children are expected to attend regularly; poor attendees may have their place withdrawn.

9.7 If the additional hours are no longer required a half terms notice MUST be given. If parents fall into arrears of payments the Headteacher in consultation with the Chair of Governors may withdraw their access to the additional hours.

9.8 In exceptional circumstances the nursery may need to close e.g. critical incident, severe weather, swine flu outbreak, in which case every effort will be made to contact you. There will be no refund in these circumstances.

9.9 Charges will still apply for Bank Holidays and Staff Training days.

9.10 Well Green Primary School reserves the right to reduce to part time hours or terminate the nursery contract without notice for the non-payment of nursery fees.

9.11 If you owe us any money we reserve the right to contact the Local Authority to request they intervene on our behalf to recover the debt. Any outstanding payments may also be pursued through the small claims court.

9.12 Additional payments are requested for snacks given to the nursery children. Full time parents currently pay £3.00 per week, part time parents currently pay £1.50 per week. This is subject to change and is reviewed annually.

9.13 Other voluntary payments may be requested for guests invited into the nursery or special activities to enhance the children's education or to take the children on a visit. These will be requested on a need's basis.

9.14 If your child experiences significant difficulty settling into the nursery the Headteacher reserves the right to reduce your child's time in the nursery. In these circumstances if your Charging Policy 5 child is full time they may need to reduce their time to the 15 hours free entitlement. If, however you wish your child to resume full time nursery after a reduced time settling period, full payment during the reduced period would be required in order to reserve the 'full time' (9.00am – 3.10pm) place. If, however you decide to reduce your child's full-time place to the 15 hours free entitlement this would require one half terms notice and fees should still be paid for that half term. In addition, if your child has poor attendance we reserve the right to withdraw the place.

10. Milk

This will be made available free of charge to all Reception, Year 1 and Year 2 children, and those in receipt of Free School Meals in Key Stage 2. A charge will be made for all other KS2 pupils who wish to have subsidised school milk. Milk will be charged (subject to change) at 28p per carton per day, this will include a small charge for administration. No refunds are made for pupil absence. However, a credit will apply to each child who does not receive milk because of a school visit.

11. School Meals

- 11.1 At Well Green we operate a flexible system. Children may have 5 meals a week or meals on Mon, Tues and Wed or Thurs/Friday. All meals must be paid for in advance using 'ParentPay' or cash in the school office. Parents must give 2 weeks' notice to change a child's meal plan from school meal to packed lunch.
- 11.2 When have special days such as 'Come Dine with me' or Christmas lunch, when parents may opt in for the meal on the day. Adults are charged the current adult price of a meal for 'Come Dine with me'.
- 11.3 If parents fail to pay in the first instance a reminder email will be sent, payment is expected within 48 hours. If still no payment is received a letter is sent home to advise of the balance outstanding, followed by a phone call to request payment. If after this time payment is still not made the parent will receive a final letter informing them that a school meal will no longer be available for their child, and alternative lunch must be provided.

12. References and Requests

- 12.1 School has no legal obligation to provide references to private schools, however we will complete transfer/reference forms for pupils applying to the private sector. The charge is £20 per reference.
- 12.2 Verification of Passports and Visas
- 12.3 Requests for school to verify passports and visas may not always be possible. If a Passport/ Visa needs to be verified, there will be a £20 charge per item. Not every request may be fulfilled.

13. Breakages, losses and damage

Charges will be made for these if they are the result of the child's carelessness or bad behaviour.

10. Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This implementation of this policy will be reviewed yearly by the head teacher and Finance, Pay & Staffing committee.