

THE WILLOWS PRIMARY SCHOOL



CHARGING & REMISSIONS POLICY

Author:	HEADTEACHER
Date:	September 2025
Review Date:	September 2026
Date approved:	
Signed :	

Purpose and background

The school wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

Charging

No pupil should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Voluntary Contributions

Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

The headteacher has the right to offer remission of contributions to families in receipt of pupil premium where appropriate.

Where parents make a voluntary contribution and this contribution is pre-paid to a venue or a coach company to secure places on a school trip/activity/workshop/residential, this contribution is non-refundable once the parent has paid and given authorisation for their child to take part in/have a place on the trip/activity/workshop/residential. The only circumstance where the money would be refunded is if the trip/activity/workshop/residential is cancelled by the organisers or the school.

Remissions

The school will apply the statutory minimum remissions to any charges that they make. However, no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher.

Information

In line with the school's Publication Scheme on Information available under the FOIA, copies of information will be provided and charged as outlined in the School's FOI charges document.

Liability for personal property

The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher .

Breakages / Damage

The Governors reserve the right to ask parents to contribute to the cost of replacement items and repairs incurred as a result of breakages, loss or damage to books, equipment, material or fabric of the school other than through normal wear and tear.

Practice and procedures

Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions:

A - Activities which are AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination

Charging

It is not *normally* possible to charge for these activities.

Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the pupil's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Headteacher. The school will normally make a charge where the law permits it:

- 1 the cost of board and lodging for all residential activities [*subject to full remission being given those pupils whose parents are receiving pupil premium,*
- 2 musical instrument tuition for pupils if the teaching is not an essential part of the national curriculum,
- 3 activities that take place during lunch breaks,
- 4 the services of a non-school organisation employed during school hours,
- 5 any charges levied by the LA for services that it provides whilst applying the remission arrangements that the Authority considers appropriate,
- 6 materials used in the production of an article where the pupil's parent has indicated in advance that he/she wishes the article to be owned by the pupil, (NB where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the pupil's parent would have indicated in advance that he/she wishes the article to be owned by the pupil then the pupil shall undertake the exercise but not be allowed possession of the article on completion),

Voluntary contributions

These may be asked for, but this must be done in line with the stated objectives of this policy. Organisers of activities may ask for voluntary contributions to cover the costs of:

- travel
- materials, books and equipment
- teaching costs including supply cover
- associated administrative and support staff costs
- tickets and entrance fees.

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, with an allowance for a contingency. [*The financial arrangements for activities can be made using the School Fund but must be reflected in the policy for this fund*].

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:

- no pupil will be treated differently or not allowed to participate according to whether a contribution has been made,
- it may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

B - activities available to our pupils that take place outside, or mainly outside, school hours that are NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination ('extra-curricular activities')

Charging

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the school. The organisers of activities will normally determine a charge to cover the costs of:

- travel, board and lodging
- materials, books and equipment
- costs of staff paid to attend the activity (not supply cover)
- associated administrative and support staff costs
- tickets and entrance fees.

For an extra-curricular activity, the charge should be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure.

When writing to parents the benefit and aims of the activity must be described along with any risks associated.