**Woodfall Primary and Nursery School**

**Charging and Remissions Policy**

**March 2022**



|  |
| --- |
| **In Consultation with** |
| **Date Agreed** | **Name** | **Position** |
|  | Helen Hough | Headteacher |
| 23.03.22 |  |  |
|  | Duncan Haworth | Chair of Governors |
|  | SIGNATURE |  |
| **Date for Review: 2023** |  |  |

# Introduction

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), sections 449-462 of which set out the law on charging for school activities in England.

Woodfall Primary and Nursery School endorses the principle that education provided in schools should be free and that no student’s education should be affected by their parents’ ability to pay or to contribute towards the cost of the student’s education. Woodfall Primary and Nursery School will always do its best to keep any charges to a minimum.

Families on low incomes, recognised by eligibility for free school meals, will be offered heavily subsidised costs when being asked for contributions towards the cost of school visits.

# The Governing Board will NOT charge for the following:

* an admission application to Woodfall Primary and Nursery School;
* 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 Curriculum1, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
* tuition for students 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 student is being prepared for at the school, or part of religious education;
* entry for a prescribed public examination, if the student has been prepared for it at the school; and examination re-sit(s) if the student is being prepared for the re-sit(s) at the school. However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student’s parents.

# Woodfall Primary and Nursery School will charge for:

* any materials, books, instruments, or equipment, where the student’s parent wishes them to own them;
* optional extras (see below);
* music and vocal tuition
* community facilities

Optional Extras

Where an optional extra is being provided, a charge **will** be made for providing materials, books, instruments, or equipment. Optional extras are education provided outside of school time that is **NOT:**

1. part of the National Curriculum;
2. part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
3. an examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
4. transport that is not required to take the student to school or to other premises where the local authority/Trust Board have arranged for the student to be provided with education; and
5. board and lodging for a student on a residential visit.

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

1. any materials, books, instruments, or equipment provided in connection with the optional extra;
2. non-teaching staff;
3. teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
4. the cost, or a 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.
5. the cost of buildings and accommodation;

# Voluntary Contributions

Nothing in legislation prevents Woodfall Primary and Nursery School from asking for voluntary contributions for the benefit of the school or any school activity. The Governing Board will make it clear to parents from the outset if the activity cannot be funded without voluntary contributions. The Governing Board will also make it clear to parents that there is no obligation to make any contribution.

No student will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, it will be cancelled and this will be made clear to parents. If a parent is unwilling or unable to pay, their student must still be given an equal chance to go on the visit.

When making requests for voluntary contributions to the school funds, parents will be advised contributions are voluntary and **not compulsory**.

Parents have a right to know how each activity is funded and the school will provide that information on request. Any charge made of individual pupils must not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It must therefore not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

# Residential visits

The Governing Board of Woodfall Primary and Nursery School believe that residential visits give substantial positive outcomes to all pupils who take part in them.

If the residential visit is mainly in school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any workshops, board, lodging and travel expenses.

As a school we recognise that they represent for many parents a substantial financial investment and we will always give significant notice of any residential visit that is being planned. We will make arrangements for the costs to be paid over a period of time. In the case of Residential trips when a school has to make a commitment in advance, any deposit received from parents will be non-refundable.

If any parents are experiencing financial difficulties in relation to a residential visit then they are invited to speak in confidence to the Headteacher about how this may be resolved. For families who are eligible under the free school meals eligibility criteria they will be able to claim free board and lodgings.

In any letter regarding residential visits the school must inform all parents of the right to claim free board and lodgings if they receive these benefits.

# Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

# Music and Vocal Tuition

All pupils will study music at Woodfall Primary and Nursery School as part of the national curriculum and there is no charge for this.

Parents are provided with information about available additional music tuition at the start of each academic year. Parents who request individual /small group music tuition which is not part of the national curriculum will be charged for the activity. Peripatetic music teachers are employed by the school and the parents are charged for these lessons on a termly basis in advance of the lessons. The Governing Board will set the level of charge for the music tuition.

For those pupils in receipt of Free School Meals or who are looked after by the Local Authority (within the meaning of section 22(l) of the Children Act 1989), the lessons will be provided free of charge.

# Transport

Woodfall Primary and Nursery School **will not** charge for:

* transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
* transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
* transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school; and
* transport provided in connection with an educational visit.

**Swimming**

The school organises swimming lessons for pupils. These lessons take place in school time and as part of the National Curriculum. We make no charge for the lessons but request a voluntary contribution for the cost of the coach to take pupils to Neston Recreation Centre. We inform parents when the lessons are to take place and ask parents for written permission for their children to take part in the swimming lessons.

**Extended services**

Woodfall Primary and Nursery School provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). External services enable our school to provide

* High-quality learning opportunities either side of the school day.
* Ways of intervening early when students are at risk for poor outcomes.
* Ways of increasing pupil engagement
* Ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

 The school has the ability to charge for some activities if deemed necessary. The total charge will not exceed the costs of providing the activity and no parent will be asked to subside others.

**Letting Charges**

The Business Manager and Headteacher have the operational responsibility for agreeing any lettings of the school premises and facilities in line with the policy defined by the Trust Board.

The Business Manager is responsible for raising invoices for lettings on either a termly or one-off basis. Lettings are charged using the rates agreed by the Trust Board.

**Nursery**

The nursery is part of the school and has limited capability to take pupils from age 2 to age 4. There is a set policy on admissions to the nursery provision.

Pupils attending the nursery do so on a voluntary basis. Where appropriate parents can access “free” hours at the nursery based on the guidelines of the DfE. When it is appropriate the hours attended in the nursery will be charged for. All charges levied are agreed by the Governing Board on an annual basis, running from September to September. Parents are expected to pay invoices from the school promptly and if payment is not forthcoming then the school reserve the right to remove the place in the nursery.

The charges levied for the nursery are deemed to be for a “community facility” and as such can generate a surplus providing that it is then spent on the purposes of the school

**Before and after school club**

The before and after school club is organised and run by the school and is open to all pupils at the school, within the capacity of the school to run the activities. The school will agree with parents the level of attendance at the facility, all of which is chargeable.

All charges levied are agreed by the Governing Board on an annual basis, running from September to September. Parents are expected to pay invoices from the school promptly and if payment is not forthcoming then the school reserve the right to remove the place in the Before and After School Club.

The charges levied for the Before and After School Club are deemed to be for a “community facility” and as such can generate a surplus providing that it is then spent on the purposes of the school

**Refunds**

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntary or otherwise, applications for refunds should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment. The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a student’s breach of the school’s behaviour policy.

**Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student or parent and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

# Remissions

The Governing Board of Woodfall Primary and Nursery School accept that families are finding it more difficult to afford the costs of some activities at the school. The school carefully considers every activity that we run, where there will be any cost to parents or where we are asking for a voluntary donation, to ensure that we believe that it fits with our belief in a broad and balanced curriculum.

The school has very limited resources to help parents financially for activities. Where possible and practical for parents who are in receipt of certain benefits allowing them to claim free school meals, the school will operate a remissions policy which reduces or removes the cost of the activity in these circumstances. Where possible the level of remission is detailed in the information within the appropriate section of this policy.

The Governing Board would in all circumstances where parents are experiencing financial difficulties request that they contact the headteacher in confidence to discuss the situation with them.