



# West Twyford

## Primary School

### Charges and Remissions Policy

Last reviewed on:	Summer 2025
Next review due by:	Summer 2026
Approved by:	Resources Committee

# Charges and Remissions Policy

## 1. Introduction

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

## 2. Statement

The policy complies with the requirements of the Education Act 1996. Where 'parent' is referred to this will include adults with a responsibility for the pupil.

## 3. 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

## 4. Legislation – Educational During School Hours

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.

## 5. Definitions:

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

## 6. Roles and Responsibilities

## The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. 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 Resources Committee.

## Headteachers

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

## Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that 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.

## Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **7. Where charges cannot be made**

Below we set out what we cannot charge for:

### 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/carer

- 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

### Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 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

## **8. Where charges can be made**

Below we set out what we can charge for:

### Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section)
- Music and vocal tuition, in limited circumstances (see section)
- Certain early years provision
- Community facilities

### 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 LA 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/carers 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 that is to be charged for.

### 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/carer.

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

### Residential visits

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

### Freedom of Information

In line with the Freedom of Information Act, schools may be asked for information which could incur charges. The governors reserve the right to charge for producing any information which may, for example, printing or photocopying. This also applies to other school documents requested. See the Freedom of information Policy for further details and clarification of charges.

## **9. Financial support for families**

The Governing Body recognises that due to current economic issues, families may find themselves in financial difficulties. These may arise suddenly and in cases of identified need West Twyford will aim to provide financial support to families to ensure that children can continue to access learning and school enrichment. Particularly in the case where families are awaiting access to benefits or other financial support, we will provide support to ensure that children's education is not compromised. Authorisation of remission in this case will be made by the Head Teacher and reported to the governors.

## **10. Data Protection of Pupils and Families.**

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

## **11. 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/carers to fund activities that would not otherwise be possible.

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

- School trips

- Clubs (lunchtime or after school)
- Music events

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

## **12. Activities we charge for**

The school will charge for the following activities:

- Trips which are not part of the school curriculum or are outside the school day (i.e. residential)
- After school clubs
- School meal debts for children who are not entitled to Free School Meals. The charge is set based on the number of meals a child has taken x the cost of the meal, as set by Ealing Catering Consortium.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils. Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Breakages and Damage to School Buildings, Furniture or Property. Parents will be charged for damage caused as a result of a pupil's behaviour. The cost will be based on the value of replacing the item and staff time to repair or install.
- Private fees. Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.
- Letters to official Government departments to confirm a child's attendance at West Twyford (e.g. Home Office for Citizenship applications). This rate will include the cost for staff time to sort and collate the relevant information
- Nursery lunchtime and Extended Day provision. West Twyford Primary School offer 30 hour extended day provision for our nursery pupils. Parents who wish to take up this offer must complete the relevant paperwork and continue to be eligible for the duration of their child's stay in nursery. The charge for the extended day will cover the lunch time supervision (which is not part of the 30 hours provision).
- Lettings. The school hall and car park are available for private hire (children's parties etc.). The prices and terms are included in the school lettings policy.

### 13. 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/carers who can prove they are in receipt of any of the following benefits will **receive 50% discount off the fee for the residential visit** to cover the cost of board and lodging:

- 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)

### 14. Monitoring arrangements

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

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Governors on the Resources Committee.