



## Westfield Community Primary School Charging and Remissions Policy

Monitoring/review arrangements	This policy will be reviewed every two years – next review June 2026
Policy reviewed by	Emma Lote, Headteacher
Date	June 2024
Approved by Governors	02/05/2024
Summary of amendments made – if relevant  Minor / Major	Minor: <ul style="list-style-type: none"> <li>• Wording changed within <b>Remissions</b> for clarity.</li> <li>• Changed cost for hall from a fixed fee to “on application”.</li> </ul>

### Aim

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

### Definitions

**Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the school

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** – letting to an organisation other than the school

**Remission** – where a charge is not payable, either in full or in part

**Sinking Fund** – a reserve put aside over a number of years to pay for major maintenance or renewal costs

### Charges

- (a) Board and lodging on residential visits (Charge – not to exceed costs)
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
 (Charges not to exceed costs)
- (c) Individual or group tuition in the playing of a musical instrument (Charge not to exceed cost of tutor)
- (d) Education, transport or examination fee unless charges are specifically prohibited (Charge not to exceed costs)

- (e) Breakages and replacements as a result of damages caused wilfully or negligently by pupils (E.g. lost reading books - £5.00)
- (f) Extra-curricular clubs and extended school care activities such as; breakfast club, after school club, and 'wrap around' nursery care (See list of charges)
- (g) Letting of the school premises or grounds (See list of charges)
- (h) Charges for materials or ingredients where the pupils wish to have the finished product (Charge not to exceed costs)

Consideration is given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, charges are made half termly in advance. The charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear (sinking fund)

## Remissions

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 visits. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income.
- c) Income Related Employment and Support Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income.
- d) Eligible for Child Tax Credit but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. Please note: anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify.
- e) The Guarantee Element of State Pension Credit.
- f) Support under part VI of the Immigration and Asylum Act 1999;
- g) In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- h) Universal credit (provided you have an annual net earned household income of no more than £7400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

## **Voluntary Contribution**

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

- a) Educational Visits during the school day
- b) Artists or other professionals enriching the curriculum during the school day

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:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) 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.

## **Prohibition of Charges**

The School recognises that the 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme -Wider Opportunities;
- 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 the schools basic curriculum for 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

Emma Lote  
Headteacher



