



## Charging and Remissions Policy

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| Author/Reviewing member of staff | Mrs D Evans / Mrs C Hoult     |
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| Reviewing Committee              | FSP                           |
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## Aims

This policy describes how we will do our best to ensure a good range of visits and activities are offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy covers charges relating to:

- Educational and Non-Educational Activities for which no charges will be made
- Educational and Non-Educational Activities for which charges may be made
- Families qualifying for remission or help with charges
- Arrangements for monitoring and evaluation

## Legislation and Guidance

The school wishes to provide the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states clearly that education during normal school hours is to be free of any compulsory charge to parents/carers, and the school fully endorses that principle. It is recognised, however, that many educationally valuable activities will be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. Where specialists are involved, or activities are organised to further enhance the curriculum provision, parents may be asked for a voluntary financial contribution.

The school's concern is to keep financial contributions for additional activities reasonable and kept to a minimum to ensure as far as possible that all students can take part, regardless of their circumstances. Any calculated contribution will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils participating. Donations from the Parent Association, Friends of the School, or any outside organisation will be taken into consideration when calculating the cost. There will be no levy, on those who contribute, to support those who can't or won't.

The school will make clear the criteria to allocate places on any activity before requesting any contribution from parents/carers as part of any information sent out to them. Explaining if insufficient funds are available for an activity requiring a voluntary contribution, it may be necessary to cancel the activity, and parents/carers will be informed of this when the contribution is requested, and any monies returned promptly. The school will decide on an appropriate level of income necessary for the activities to take place or insufficient funds to proceed with it in full.

The main exception to this is music tuition covered under The Charges for Music Tuition (England) Regulations 2007, which sets out the conditions for charging for playing a musical instrument, including vocal tuition. The school will clarify this when informing parents/carers. As this is not chargeable if part of any curriculum activity.

## Roles and responsibilities

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 headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving and monitoring the charging and remissions policy has been delegated to the FSP Committee.

## The headteacher

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

being applied consistently. The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### **Staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

### **Parents**

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

### **Where charges cannot be made**

Westacre Middle School will not 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
- 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 has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body 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
- 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

### **Where charges can be made**

Payment should be made via Arbor. As a school we are working towards being cashless to minimise potential

risks.

Westacre Middle School will charge for:

#### Education

- Any materials, books, instruments or equipment, where the child's parent wishes the child to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities/Letting of building

#### Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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.

#### Music tuition

The school 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 parents. 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**

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

### **Damage/Loss to Property**

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **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 during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips - entrance and transport costs. No charge is made to parents for swimming instruction organised by the school, though we may ask for voluntary contributions in order to afford the highest accessibility possible across the school and to cover transports costs.

**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.

### **Activities this school charges for**

The school will charge the following activities:

#### **Breakfast Club**

- Breakfast Club is provided free of charge and includes cereal, toast and a drink. Hot food is also available for a small charge.

#### **After School Clubs**

- In some cases, parents are asked to meet the full cost for activities provided by an outside provider.

### **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 the following benefits will/may receive a discount of the cost of board and lodging for residential visits, again at the discretion of the governing board:

- Universal credit in prescribed circumstances

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not received, and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

### **School Uniform**

School has a large selection of excellent quality preloved uniform items, which can be used to support families who may struggle to fund the cost of the school uniform and PE kit. Parents should enquire at the Reception, in the first instance.

### **Registering for Free Schools Meals**

Free school meals are only available to pupils whose parents are in receipt of one of the following:

- Income Support
- Income-based Jobseekers Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit and have an annual income, as assessed by HM Revenue & Customs that does not exceed £16,190
- Guarantee element of State Pension Credit
- Income-based employment and Support Allowance
- Working Tax Credit run-on
- Universal Credit and your annual household income is £7400 per annum (£616 per month) or less after tax, and not including any benefits

Applications are online via the Council's website at

[https://www.worcestershire.gov.uk/info/20062/schools/684/applying\\_for\\_free\\_school\\_meals](https://www.worcestershire.gov.uk/info/20062/schools/684/applying_for_free_school_meals)

(Information correct at time of going to press but eligibility for Free School Meals and Child Tax Credit thresholds are reviewed regularly by central government)

### **Monitoring arrangements**

The Headteacher monitors charges and remissions and ensures these comply with this policy



**Headteacher: Mrs D M Evans**