



Weeke Primary School

Charges & Remission Policy

Date agreed: March 2024

Review date: February 2027

Rationale

The Governing Body and School recognise the contribution that a wide range of educational activities, clubs and residential experiences can make to pupils' personal and social education. It is therefore an aim of the School to promote and provide as wide a range of activities as possible to give breadth and balance to the curriculum and to increase the personal opportunities open to individual children.

The Governing Body reserves the right to amend the categories of activities for which a charge may be made at any time.

1. Legislation and guidance

- 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 is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

2. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

3. Range of Charges

Whilst no charge can be made for education provided during school hours, the Governing Body reserves the right to charge for the following activities organised by the school:

- residential trips (board and lodging only)
- activities outside school hours
- musical instrument tuition (for individuals or groups of up to 4)

The level of such charges will be set solely to recover costs; if further funding is required this will be raised from either voluntary contribution or general fund raising.

4. Voluntary Contributions

Although schools cannot charge for school-time activities nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution to the cost of an activity. Provided that:

- parents are aware it is a voluntary contribution
- children whose parents do not contribute are not treated any differently.

Generally, it is the intention of the Governing Body that where an activity is dependent on voluntary contribution parents are informed of this at an early stage. If the level of contribution is insufficient and the additional funding cannot be found from elsewhere the School will decide if this activity should then be cancelled.

5. Remissions

In the case of hardship, which make it difficult for a pupil to take part in a particular activity for which a charge is being made the Governing Body will invite parents to apply in confidence for the remission of all or part of the charge. The Headteacher in consultation with the Chair of Governors will authorise such remissions.

On residential trips no charge will be made for board and lodging where parents of a pupil are receiving Universal Credit or an income-based Jobseeker's Allowance. The Headteacher will inform all parents of the right to claim free activities if they are receiving these benefits.

Each case will be discussed on an individual and confidential basis. In most normal circumstances every effort will be made to ensure that lack of financial contribution will not prevent participation except where agreeing remission would jeopardise the running of the trip/activity.

Responsibility for approving and monitoring the Charging and Remissions policy has been delegated to the Finance & Resources Committee.