Charging and Remissions Policy

Wellington Primary School

Approved by:	Governing Body	**Date:** February 2026
Last reviewed on:	February 2025	
Next review due by:	February 2027	

Wellington Primary School Charging and Remissions Policy

Wellington Primary School is an inclusive school and is committed to ensuring that no child is excluded from school activities because of cost. It is our aim that all children should receive equal access to the broad and creative curriculum provided by the school including extra-curricular activities.

We also recognise the valuable contribution that the wide range of experiences to enrich and extend pupil's learning makes to their personal development. We aim to promote and provide such experiences for the pupils of the school, both as part of the broad and balanced curriculum at Wellington Primary and as additional optional activities.

Aim

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

We aim to:

- Maintain the right to free school education and promote an ethos of inclusion in this regard.
- Enable all pupils to take full advantage of all the activities provided by Wellington Primary School.
- Ensure that activities offered wholly or mainly during normal school curriculum time should be available to all pupils regardless of their parents' ability to help meet the cost.
- Ensure that there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours as long as these activities are optional extras.
- Ensure that any costs requested from parents / carers are kept to a minimum and are non-profit making, unless specifically raising funds, in which case parents / carers must be informed.
- Ensure that no child feels discriminated against regarding their parents or carers financial means, by ensuring that any wording around payment or collection of contributions / fees, whether verbally or in writing, (e.g. in class discussion or in consent forms that children bring home) is put in such a way that the child does not feel any concern around their parent / carer's ability to pay and that responsibility is kept solely between the parent / carer and the school and does not involve the child.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation.

Charges

Parents will be charged for the cost of some activities during school time. These include:

a) board and lodging on residential visits (not to exceed the cost)
b) the proportionate costs for an individual child or activities wholly or mainly outside school hours (optional extras) to meet the costs for:

- travel
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs

c) individual or group tuition in the playing of a musical instrument where this is not an essential part of the national curriculum
d) any other education, transport or examination fee unless charges are specifically prohibited
e) damage to school property – the cost of replacing any item breakages and replacements as a result of damages caused willfully or negligently by pupils
f) extra-curricular activities and school clubs, out of hours' sports clubs
g) damage to school books
h) visits to schools by professionals e.g. authors, storytellers, musicians, dancers, artists etc.

Publication of information

This policy will be included on the website which will specify what charges are made and for which activities voluntary contributions will be invited from parents.

Remissions

If parents receive income support or family credit special arrangements may be necessary. Many parents are willing to pay the full amount. Parents should have it explained to them that in the case of difficulty they should approach the Head Teacher. The Head teacher will judge each case on its merits and explain how the costs are made up and which components they are required to pay.

Money for milk or school dinners should not be paid if one of the following benefits is applicable and proof of entitlement has been received from the Local Authority:

- *Income Support*
- *Jobseeker Allowance (Income Based)*
- *Income-related Employment and Support Allowance*
- *Universal Credit*
- *Child Tax Credit, but not entitled to a Working Tax Credit and have an annual income (as assessed by the Inland Revenue) of no more than £16,190 (from 6 April 2011)*
- *Guaranteed Element of State Pension Credit*
- *or are being supported by the National Asylum Support Service (NASS)*
- *Proof must be seen by the school office (photocopies are not acceptable).*

Children whose parents are in receipt of support payments may well be entitled to the remission of charges for board and lodging costs during residential school trips on request.

School Meals

All KS2 children are entitled to Free School Meals from September 2023 as per the Mayor's UFSM Scheme.

No charge is made for school meals in these year groups.

Children in Reception, Year 1 and Year 2 are entitled to Universal Infant Free School meals. No charge is made for school meals in these year groups.

Children in Years 3 to 6 need to pay for a school meal. The charge for a school meal is £2.45 which must be paid prior to a meal being taken via ParentMail. The school monitors ParentMail accounts and will contact the parent if they have insufficient funds to pay for a school meal. A meal may still be given if the parent is unable to pay due to unforeseen circumstances. Any money owed to the school must be paid at the earliest opportunity in agreement with the Head teacher. The Head teacher reserves the right to stop a family from ordering meals if the debt is not cleared. In these circumstances the family must provide a packed lunch for the child. A debt recovery agency may be called if the debt is not cleared inan agreed period of time.

Voluntary Contribution

Voluntary contributions can be requested for any of the school's activities. It must always be made clear in letters to parents that there is no obligation to contribute and that no child whose parents do not contribute will be treated differently on this account.
The letter may also state that if enough contributions are not received then the activity maynot be able to take place.

Parents will be invited to make a voluntary contribution for:

a. Some activities that take place as part of the national curriculum in school to help cover the costs. These could include visits, special events, visitors, photo files, theatre groups etc. and by asking for voluntary contributions would enable the school to enhance the curriculum opportunities either more regularly or beyond what is usually within the means of the school budget.

b. Some activities that take place as part of the national curriculum outside school to help the costs. These could include visits to places of special interest / the local area where there is a transport / admission cost and by asking for contributions this would enable to school to enhance the curriculum opportunities either more regularly or beyond that which is usually within the means of the school budget.

c. The terms of any request school make to parents will specify that the request is for a voluntary contribution and in no way represents a charge.

In addition, the following will be made clear to parents:

d. That the contribution is genuinely voluntary and a parent is under no obligation to pay

e. 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

f. The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

However, once a voluntary contribution has been made, the contribution will only be refundable under exceptional circumstances.

Where there are insufficient contributions to cover costs, the school will endeavour to cover the costs from other budget sources. However, the school does reserve the right to cancel

the trip in such circumstances in which case the voluntary contributions received will be refunded.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Attimes children are offered the opportunity to study a musical instrument with a peripatetic teacher. Peripatetic music teaching is organised by Hounslow Music Service. Parents who wishtheir child to participate must purchase or hire an instrument, and pay the music lesson fees* on a termly basis. Fees are payable via ParentMail in advance. The notice periodis one terms notice in advance. If notice is not received payment is still required.

*A current list of fees is available from the school office.

Ingredients or Materials for Practical Subjects

Schools will usually provide ingredients, materials, equipment etc. for practical subjects e.g. cookery, DT etc. but parents may be invited to make a voluntary contribution. Parents will be asked to contribute towards the cost of the finished product if they indicated in advance, their wish to own the finished product.

Lost library Books and Diaries

Parents will be asked to pay the replacement cost of any library book lost, damaged or not returned and are charged at £7 each.

Breakages and Damage to School Building, Furniture or property

If a child maliciously or carelessly damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building we reserve the right to ask the family to pay the full or part cost of repair, replacement or restoration. This is regardless of whether they intended to damage or whether it was accidental.

Parents will be charged for damage caused as a result of pupil's behaviour. The school reserves the right to ask parents to contribute to the cost of repairs, or of replacing defaced, damaged or lost property where this is a result of a child's inappropriate behaviour. This would be at the discretion of the Headteacher.

Residential Activity

Parents are offered the opportunity for their children to participate in an enrichment residential trip. Charges are based on the external provider's costs which includes transport to and from, activity costs and full board. Payment will be requested by the school for such activities and made via ParentMail. A deposit to secure a place will be requested in advance. The deposit is non-refundable. The school will follow the relevant legislation as contained in the Education Act 1996: Section 449-462 and in the DFE guidance 'Charging for School Activities' - October 2014.

Swimming

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place. Swimming hats can be purchased from school at a cost of £4.

Any transport provided in school hours by the school to carry pupils between the school and the swimming baths is to be provided free.

Extended Schools Provision

There are costs incurred by pupils attending before and after school clubs if they are run by external agencies. The agencies running these clubs will set the cost. Clubs run by staff members have no cost attached to them.

Photocopying

Any photo copying that is requested by parents relating to their child, under the 'Freedom of Information Act' will be free of charge for black and white copies only.

Private fees

Any report, letter 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 and specific letters, proof of identity and residency forms) will be charged at a rate agreed 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 (£15 per application) as well as photocopying charges and postage. This charge will also apply to Passport applications if we are able to fulfil the request. The Governing Body may, from time to time, amend the categories for which a charge may be made. Should monies be paid to school, it will be acknowledged by a signed, dated receipt.

Education during School Hours

The school arranges a number of trips and visits to enhance and broaden the school curriculum. Children are taken to places of interest, museums, concerts etc. In addition, they work with visiting theatre and workshop groups in school. The governing body makes no charge for these enrichment activities, but may ask for contributions towards the cost if they are not funded by the school. Payments are requested via ParentMail. Parents are also asked to pay for materials for practical activities in some circumstances.

Parents will be expected to provide suitable clothing for PE. The school will provide essential protective clothing, though parents may be asked to contribute "old shirts" etc. for art lessons.

Parents will be asked to donate towards the cost of the finished product if they express a wish to purchase it.

Contributions are asked for in the following circumstances:

- Enrichment activities taking place during the school day e.g. trips out or to pay performers to come into school etc. (Unless a majority of parents are willing to contribute towards trips and activities they cannot take place)

- From Year 3 upwards, children are offered the opportunity to study a musical instrument with a peripatetic teacher. Peripatetic music teaching is organised by Hounslow Music Service. Parents who wish their child to participate must purchase or hire an instrument, and pay the music lesson fees in advance on a termly basis.

School outings

Parents will be requested to make a voluntary contribution to cover the cost. No child will beexcluded from the activity if the parent is unable / unwilling to pay. If sufficient parents were unwilling / unable to contribute, then that activity may not take place. The school may hold fund raising events for the specific purpose of subsidising school outings.

Out of Hours Activities

We make no charge for activities taking place outside the school day, which are required tofulfil statutory duties relating to the national curriculum or to religious education.

All other activities, described as 'optional extra' activities, are charged for at cost. It is theGoverning Body's intention that the school will make no profit from such activities.

Charges for 'optional extra' activities may include:

- travel, board and lodging for trips and activities outside school hours, such as theannual Year 6 School Journey
- extra-curricular activities
- entrance charges to facilities
- insurance costs
- costs of materials, books and equipment etc.

School Documentation and Curriculum Information

The school is committed to making information easily accessible to parents. Currently parentsare able to read school policies and curriculum documents on the school premises, free of charge. A wide range of documents, including many school policies, are also available on the school website. Parents and other interested parties are able to download documents and read them at their leisure.

Charges are made if the school is asked to provide photocopied documents and policies, as the cost of copying and labour have to be recouped. This is necessary because of budget limitations, and the lack of spare staff to perform such tasks. The following charges will be made for the provision of photocopied documents and materials:

Individual policies and documents:

10p per sheet times the number of pages in the policy or

document.

Bulk requests for copies of policies and document:

Due to staffing pressures in the office to deal with requests for bulk copying, the school reserves the right to charge parents, maximum £5.

Monitoring and review

This policy is monitored by the governing body annually.