



**Wodensfield**  
Primary School

# CHARGING AND REMISSIONS POLICY

AIM TO BE THE BEST YOU CAN



Adopted by: Wodensfield Primary School

Approved at Finance and General Purpose Committee: 11<sup>th</sup> March 2024

Signed by Chair of Governors: 

Review date: March 2025

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## Key amendments made in February 2021

### Page 8 – Point 9

Full refunds shall only be given in the event of the school cancelling an event/trip.

In the event of a confirmed Covid-19 case and the closure of a 'bubble' all payments shall be refunded in full.

Refunds shall be processed in the form of a cheque. Pay360 does not allow a direct transfer via the original payment method.

Payments shall only be transferred to other events/trips if agreed by the headteacher.

## Key amendments made in March 2022

### Page 8 – Point 9

When parents give consent, they agree to their child participating in the event and all of the activities involved.

Payments shall only be transferred in the event of the school cancelling an event/trip, this includes all clubs and before and after school provision.

Throughout – change of name from Sims Pay to Pay360

## Key amendments made in March 2023

### Page 9

School has the right to disallow access to before and after school provision if a parent has an outstanding debt and has not responded to contact from the school.

## Key amendments made in March 2024

### Page 5 – removal, due to no longer applicable

- Breakfast club - costs are calculated on staffing, food, equipment, materials, building and insurance costs
- After school club - costs are calculated on staffing, equipment, materials, building and insurance costs

Page 6 and 7 – change of name from Pay360 to School Gateway

Page 7 – addition 'and not due to pupil absence'.

Page 7 – removal, due to no longer applicable

'In the event of a confirmed Covid-19 case and the closure of a 'bubble' all payments shall be refunded in full'.

Page 7 – change of name from Teacher 2 Parents to School Gateway

## 1. Aims

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 be made

## 2. 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 449-462 of which set out the law on charging for school activities in England.

## 3. Definitions

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

## 4. Roles and responsibilities

### 4.1 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 Finance and General Purposes Committee.

### 4.2 Headteacher

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

### 4.3 Staff

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy. The policy is published on the school website, therefore accessible to all parents.

## 5. Where charges cannot be made

Below we set out what we cannot charge for:

### 5.1 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

## 5.2 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 board 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

## 5.3 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 residential visit

## 6. Where charges can be made

Below we set out what we can charge for:

### 6.1 Education

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

### 6.2 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 local authority 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 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.

### 6.3 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.

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

### 6.4 Residential visits

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

### 6.5 Activities we charge for- Clubs

The school will charge for the following activities:

- Sports clubs - costs are calculated on staffing, equipment, materials, building and insurance costs

For regular activities, the charges for each activity will be determined by the governing board and reviewed in February each year. Parents will be informed of the charges for the coming year in July.

### 6.6 Other charges

- School meals - Provided free of charge to Universal Infant Free School Meal and benefits related Free School Meal children. If parents wish to pay for their child to have a meal, there is a daily charge of £2.40
- Fruit

- Uniform
- Absence fees
- Late fees
- Lettings
- Fund raising/Charity days
- PTA events
- Replacement books and materials where the item has been mislaid or lost whilst at home
- Replacement books and materials where the item has been willfully damaged by the child

Parents can purchase Milk from an independent supplier. Wodensfield Primary Schools chosen supplier is Cool Milk.

## 7. 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
- Sports activities
- In house events

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. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## 8. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6, 8 and 9 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 8.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

## 9. Cashless system

Wodensfield have adopted the local authority approved School Gateway system. We are essentially a cashless school, though there are occasions when the School Office receives and records monies e.g. Charity days.

School Gateway records income in relation to dinners, clubs, trips, events, lessons, fees and subs. The system allows the school to gain consent at the time of payment. When parents give consent, they agree to their child participating in the event and all of the activities involved.

Parents must give consent online, in advance for any activities. If payment and more importantly consent is not received by the cut-off date set, then there will be circumstances when unfortunately pupils will not be able to participate in events both on and off site.

Please note that any deposits received for items, clubs or trips are non-refundable.

Full refunds shall only be given in the event of the school cancelling an event/trip, and not due to pupil absence.

Refunds shall be processed in the form of a cheque. School Gateway does not allow a direct transfer via the original payment method.

Payments shall only be transferred to other events/trips if agreed by the headteacher.

Payments shall only be transferred in the event of the school cancelling an event/trip, this includes all clubs and before and after school provision.

#### 10. Deadlines

Parents are informed of events in advance, where possible with 4 weeks' notice. Deadlines must be adhered to in order to avoid any activities or visits being cancelled due to insufficient numbers or funds.

#### 11. Debts

The School Office has responsibility for chasing debts. Parents are issued with reminders for payment as per the following schedule:

- Initial letter
- Reminder 7-10 days before deadline (normally via School Gateway or class teacher)
- Reminder 5-7 days before deadline (normally via School Gateway or class teacher)
- Final reminder day before the event (normally via School Gateway or class teacher)
- Reminder after the event, if applicable (Normally via letter)
- 2<sup>nd</sup> reminder after the event, if applicable (Normally via letter)
- Phone call to parents
- Debts accrued over £100.00 shall be referred directly to Wolverhampton City Council

School has the right to disallow access to before and after school provision if a parent has an outstanding debt and has not responded to contact from the school.

#### 12. Monitoring arrangements

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

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Finance and General Purposes Committee.