



Policy  
Document

# Woodfield School

Charging and  
Remissions Policy

**Date: November 2020**

# Woodfield School

## Charging and Remissions Policy



This policy sets out the Charging and Remissions policy of Woodfield School. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards our pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities. We also believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy provides information to parents/carers on the circumstances where the school would charge for activities; whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

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.

### 1. ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS

Education provided during school hours must be free. Therefore there is no charge for activities during school hours that are an essential part of the National Curriculum or part of the religious education curriculum, or an accredited syllabus being followed by the pupil (with the exception of music therapy/tuition - see section 10). This includes materials and equipment. *(School hours are those when the school is actually in session and do not include the break in the middle of the school day)*

There is no charge for transport during school hours to school-organised activities. Travel in the school minibus is free.

If the teaching/activity is not an essential part of the National Curriculum, the religious education curriculum or an accredited syllabus being followed by the pupil, we will make a charge.

#### We may charge for:

- Items such as books/materials/cookery items that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras
- music tuition

### 2. ACTIVITIES THAT TAKE PLACE OUTSIDE OF SCHOOL HOURS (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports events with other schools
- part of the curriculum for accredited work in Key Stage 4 and Post 16
- part of the school's basic curriculum for religious education.

## **Optional extras**

The school **will charge** for optional extras. Optional extras are:

- education provided outside of school time that is not:
  - part of the set Curriculum
  - part of the curriculum for accredited work in KS 4 and Post 16
  - part of religious education
- transport that is not taking the pupil to school or to other premises where the Local Authority or Governing Body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

## **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities; and the levels of charge will be relevant to the specific activity.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Parents/carers who would qualify for support are those who are in receipt of eligible benefits (see section 13)

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **3. ACTIVITIES THAT TAKE PLACE *PARTLY* DURING SCHOOL HOURS EITHER ON OR OFF SITE**

Some activities take place partly during and partly outside school hours. If most of the time spent on a non-residential activity takes place during school hours, that activity counts as taking place entirely in school hours and no charge is made. Travelling time is included in time spent on activity. As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours the trip would count as happening in school time and be free of charge.

In cases where the majority of a non-residential activity takes place outside of school hours a charge will be made. As an example, a trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside of school hours and charges would then be made. The charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

## 4. RESIDENTIAL ACTIVITIES

### Our school will not charge for:

- 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 Curriculum, or part of accreditation work for KS 4 and Post 16 students, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### Our school will charge for:

#### Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see section 13 for more guidance on remissions).

#### Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### Activities

The school may charge for residential activities that fall **outside** of school hours.

## 5. VOLUNTARY CONTRIBUTIONS

It is the case that without parental contributions some activities could not go ahead. The school fund exists to enhance the learning experiences of the children at Woodfield. It could be used to provide, for example, visits from theatre companies, trips to the zoo or curriculum related workshops. The school tries very hard to fund as many activities as possible however there are some regular activities for which **voluntary** parental contributions are sought. The school will ask for voluntary contributions towards the cost of general school funds, equipment and/or to fund activities that will enrich our pupils' education:

- **Swimming** – In order to cover some of the costs of running the pool a voluntary contribution is requested. The same is true of any swimming sessions held offsite at other school pools or in public pools for which the school is charged.
- **Class Funds** – This covers the cost of e.g. buying drinks and healthy snacks for break times, and to enable the pupils to use local shops and cafes as part of social training. Parents are asked for an appropriate sum and/or consumables to be sent in. Requests will be sent for these voluntary contributions but no parent will be sent reminders for this money and accounts will not list parents by name.
- **Sailing** - The school is charged for these sessions and a suggested cost is requested from parents as a voluntary contribution.
- **Costs of materials/resources** – Parents may be asked to contribute to materials used for example in technology, art, cooking or PSHE.

All of these contributions are requested as voluntary. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a

contribution. The child will not be excluded from any activity due to his or her parents/guardian/carer either being unable or unwilling to pay.

In any situation where an activity cannot be afforded without voluntary funding, the school will make this clear to parents at the outset. Any charge made in respect of individual pupils must not exceed the actual cost of providing the activity. It will therefore not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. If there are not sufficient voluntary contributions to make the activity possible, then it will be cancelled. If the activity is cancelled all monies paid will be returned to parents.

Once a trip has been paid for there will be no reimbursement for absentees on the day.

## **6. INABILITY OR UNWILLINGNESS TO PAY**

Woodfield School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **7. ADMISSIONS**

There is no charge for admissions to the school.

## **8. SCHOOL MEALS**

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per term decided by the Local Authority.

## **9. PUBLIC EXAMINATIONS AND ACCREDITATION FEES**

There is no charge for examinations or accreditation registration fees that are part of the curriculum and on the school's set examinations/accreditation list.

## **10. MUSIC TUITION/THERAPY WITHIN SCHOOL HOURS**

Woodfield School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of the National Curriculum.

The school will charge for teaching requested by parents and delivered by specialist tutors/therapists to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

## **11. EXTENDED SERVICES**

Woodfield School is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities at the end of the school day, such as After School Club
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 12. DAMAGE TO PROPERTY AND BREAKAGES

Where school property has been wilfully or recklessly damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## 13. REMISSIONS AND CONCESSIONS

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## 14. LETTINGS

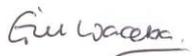
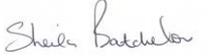
The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governors Finance Committee.

## 15. OTHER CHARGES

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

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**Signed by:**

	<b>Co-Chair of Governor</b>	<b>Date: 09.11 2020</b>
	<b>Co-Headteacher</b>	<b>Date: 09.11.2020</b>
	<b>School Bursar</b>	<b>Date: 09.11.2020</b>