



**The Federation of Wellington Community Primary School
and Marlborough Infant School**

Charging and Remission

Written: March 2025
Next Review Planned: March 2027

Signed: _____ (Policy Owner)

Print Name: _____

Review Date: _____

Signed: _____ (Governor Approval)

Print Name: _____

Approval Date: _____

**The Federation of Wellington Community Primary School
and Marlborough Infant School**

POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
1.1	11.03.2024	Approved	Amanda Webb	MH	Updated inline with Hampshire
1.2	03.03.2026	Approved	Amanda Webb	MH	Updated inline with Hampshire

Aims

We aim to make a wide range of educational experiences available to all pupils.

We recognise that some activities may only be possible if sufficient voluntary contributions, from parents, are forthcoming. In order to make activities accessible to all pupils, when necessary, we will subsidise, within our budgetary constraints.

Practice

All arrangements will be in line with current legislation and LEA policy.

([DfE Charging for School Activities May 18](#))

The school **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012', rules out requests for financial contributions as any part of the admissions process;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances;
- community facilities.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of 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 body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore 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.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. No charge can be made for any activities and/or education that are taught as part of the national curriculum or during school hours including the supply of any materials, books, instruments or other equipment. Payments for music tuition will follow LEA policy.

Voluntary contributions will be sought from parents so that a wider range of activities can be offered. However, if contributions are not made to the school this may result in additional trips not taking place.

All financial arrangements will be handled sensitively and confidentiality maintained.

No child will be treated differently according to whether or not a voluntary contribution has been made.

Parents may be asked to pay for any loss or damage caused by their child.

Request for Voluntary Contributions

The responsibility for drafting requests lies with the activity organiser in consultation with the Head.

All requests will be in writing and make clear that they are contributions.

Parents may be reminded that if insufficient contributions are forthcoming it may be necessary to cancel the activity.

Requests will be made in good time (minimum of 1 month) and parents may be offered the opportunity to pay by instalments.

Organisers will suggest that parents discuss any problems with the Head.

Decisions as to whether to offer any financial support and at what level will be made by Head/Deputy after consultation, where necessary, with the Governing body.

The Finance and Administration staff will be responsible for the collection and accounting of contributions, ensuring confidentiality and sensitive treatment to children and parents.

Residential Payment exemptions

When the school informs parents about a forthcoming visit, they will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

Universal Credit in prescribed circumstances

Income Support (IS);

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

Children who are classed as 'Pupil Premium'(disadvantaged pupils), will be offered a reduced cost for a residential, where required.

Monitoring

The effectiveness of this policy will be monitored by the Governing Body. They will examine details of activities taking place or cancellations caused by insufficient voluntary contributions. Paperwork on two trips selected, at random, for presentation to the Finance Committee, for their perusal, annually.

- | | |
|---|--|
| 1 | outline of activity |
| 2 | % take up of activity |
| 3 | reasons given for not taking part |
| 4 | copy of requests for voluntary contributions |
| 5 | % of cost raised by contributions |
| 6 | financial support given |
| 7 | any grievances to dealt with by Head and Governors |

Evaluation Criteria

Wide range of activities offered and take up by pupils.
Reasons for missing activities other than financial ones.
Financial support is within limits agreed by governors.
Pupils, parents and staff have confidence in the policy.

Grievances

Our aim is to avoid any misunderstandings or sense of injustice for pupils and parents. However, if anyone is unhappy with the financial basis or administration of an activity, they should discuss the matter with the Head. The Head will try to resolve any difficulties to their satisfaction but, if that proves impossible, will explain the grievance procedure to them. Any unresolved grievance will be referred to the Appeals panel of the Governing Body.