Wellington Primary School

Charges and Remissions Policy

	Print name	Date Approved	Review Date
Headteacher	Mrs Joy Wood	January 2026	January 2027
On behalf of Governing Body	Full Governing Body		

Rationale

Children's development and learning is enhanced by the provision of a variety of experiences beyond the normal school environment.

Educational visits, in-school performances and visiting speakers are valued both as learning experiences themselves and as enriching on-going learning in the classroom. Developing children's cultural capital is an important aim of the school.

Aim

1. To inform parents of the statutory requirements regarding charges and remissions.
2. To clarify the situations in which charges and remissions apply.

Legislation / 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's also based on guidance from the DfE on statutory policies for schools and academy trusts.

Definitions

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

Responsibilities / Guidelines

The Governing Body of the School are responsible for determining the content of this policy and the Headteacher for implementation. Responsibilities / guidelines include:

1. The school may ask for voluntary contributions to support the cost of educational visits. No child will be excluded from the visit on the basis of whether parents have made a voluntary contribution. However, if a significant percentage of the cost is not covered, then visits may need to be cancelled.
2. Speakers and performances within school will be funded by voluntary contributions. No child will be excluded on the basis of whether parents have made a voluntary contribution. However, if a significant percentage of the cost is not covered, then speakers and performances may need to be cancelled. Where the budget permits, the school will subsidise these curriculum events.
3. Charges will be made for board and lodging on residential visits, limited to the actual cost.
4. Charges may be made for materials / ingredients for baking, sewing, woodwork etc. where parents have indicated in advance a wish to own the finished product.
5. The school may charge for the cost of replacing or repairing property where loss or damage has occurred as a result of a pupil's deliberate or negligent behaviour.
6. Activities such as choir and multi-sports which take place during the lunch hour or after school are deemed to be extra-curricular activities. Parents will therefore be expected to provide the appropriate equipment for their child - or a charge will be made if any items are to be ordered through school. Charges may be made for optional extra-curricular activities that take place outside school hours, including costs for external providers or additional staffing where applicable.

7. Charges at cost will be made for copies of documents and information for parents, other than those which statutorily must be provided free of charge.
8. Charges will not exceed the actual cost of the activity and will be calculated on a cost-recovery basis.
9. Any visits which do not fall within these guidelines will be subject to the Local Authority's Charging and Remissions Policy.
10. This policy is open to amendment in light of changing school circumstances or alterations to Local Authority's Charging and Remissions policy.

Remissions

Every effort is made to minimise charges to parents. However, where charges are made the school will consider remitting charges, where the budget permits, in the following instances:

- Where the parent is in receipt of one of the following support payments, the Headteacher will consider confidential applications for the remission of charges in part or full, if the activity is deemed to take part within school hours or where it forms part of syllabus for the National Curriculum. The relevant support payments are:
    - Universal Credit
    - Income Support
    - Income-based Jobseeker's Allowance
    - Income-related Employment and Support Allowance
    - Support under Part VI of the Immigration and Asylum Act 1998
    - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the limit as assessed by the Inland Revenue
    - Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
    - Guarantee element of Pension Credit
- In other circumstances in which a charge would normally be levied, the school may remit charges when family hardship would otherwise make it difficult for pupils to take part in these activities. The school will work with external organisations to seek funding to assist in this.
- Authorisation for remission will be made by the Headteacher.