



**Walmley Infant School  
Charging and Remissions Policy**

Reviewed by Full Governing Board on 9 July 2024

Signed: Victoria Davis

Chair of FGB

Next review date July 2025

## **Values and Aims**

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Walmley Infant School is committed to providing quality education based on equality of opportunity, access and outcomes. We strive to inspire all learners to go beyond what they consider possible for themselves, to experience and try new things and to realise all aspects of their potential. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- participate fully in school curriculum
- contribute to all aspects of school life and
- be a valued partner in the process of education

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging or asking for voluntary contributions for school activities and to the remission which is available to parents / guardians who are on low income. We aim:

- to make school activities accessible to all students regardless of family income.
- to encourage and promote external activities which give added value to the curriculum.
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specified resources to support such activities.

It includes a number of key factors:

- the value of certain activities in relation to age/needs of pupils
- the cost of the activity set against their educational value
- how the activity will be paid for
- the appropriate process for raising funding.
- an assessment of whether the educational aims can be met in any other way.
- an understanding of the various types of activities involved - for example, educational visits, music tuition, and materials for practical work.
- reference to additional or hidden costs - for example, lunch money and pocket money
- an assessment of local facilities.

### **Responsibilities**

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The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### **What cannot be charged for**

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The Governing Body of the School recognise that the legislation prohibits charges for the following:

- an admission application to the school
- 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 unless the tuition is provided at the request of the pupil's parents
- 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,

## **What is charged for**

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Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child'[s parent wishes her/him to own them
- optional extras (see below)
- music and vocal tuition for either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

## **Optional Extras**

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Charges are made for some activities that are known as "optional extras".

- education provided outside of school time that is not:
  - a) part of 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; **(not applicable)**
- transport that is not 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; and
- board and lodgings for a pupil on a residential visit;
- lettings of the school premises or grounds;
- extended school care activities such as breakfast club, after school club, holiday clubs.

Charges are also made for breakages and replacements as a result of damage caused wilfully or negligently by pupils.

## **Voluntary Contribution**

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Parents will be invited to make a voluntary contribution for the following:

- a) visits that take place during school hours including the cost of entrance fees and transport;

- b) visitors to the school such as theatre groups and authors or similar where a cost is incurred for their services.

*The request for a voluntary contribution in no way represents a charge. The contribution is genuinely voluntary and a parent is under no obligation to pay; and registered 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.*

The cost of any optional extra undertaken by any pupil whose parents/carers are unable to pay is **not** included in the charge to other pupils but funded through the delegated budget, school fund, pupil premium funding or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Any contribution requested for activities such as trips and visitors into school are **genuinely voluntary**. Care is taken to ensure the pupils of parents who are unable or unwilling to contribute are not discriminated against. **Where there are not enough voluntary contributions to cover the cost of the activity and there is no way to make up the shortfall, then it is cancelled.** This is made clear in communication with parents.

**It is always the true cost of the activity that is charged** for e.g. entrance fees and transport costs, divided between the total numbers of children involved.

**Costs do not include subsidies to cover for those who are unable or unwilling to contribute.**

## **Remissions**

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Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

In addition, the following pupils will be protected against losing their free school meals as follows:

- Since 1 April 2018, all existing free school meals claimants have continued to receive free school meals whilst Universal Credit is rolled out. This applies even if their earnings rise above the threshold during that time.
- In addition, any pupil gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals until March 2025.
- After March 2025, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

Families not in receipt of the benefits listed above, but who nonetheless feel unwilling or unable to pay due to financial constraints should discuss their concerns about charges, in confidence with the Headteacher. Decisions about remission will be made on a case by case basis.