



Westfield Primary Community School

Charging and Remissions Policy for Parents & Carers

Approved by	Resources
Date	February 2024
Review Date	February 2027

Vision for Westfield

Together we strive to:

Inspire a love for our community through mutual respect, teamwork and the shared belief that anything is possible

Create a learning culture which recognises potential, celebrates achievement and respects individuality

Nurture strong relationships in a safe and secure environment, where opinions are valued and kindness is the core

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1.0 AIMS OF THE POLICY

Westfield Primary Community School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independently of their parents/carers 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 otherwise prevent some pupils taking full advantage of the opportunities.

2.0 BACKGROUND TO THE POLICY

Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Management Policy
- Information Management Policy
- The school's Scheme of Delegation
- Financial Management Policy

3.0 ITEMS FOR WHICH NO CHARGES WILL BE MADE

- 3.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 3.2 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.
- 3.3 Tuition for pupils learning to play musical instruments if the tuition is required as 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.
- 3.4 Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- 3.5 Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- 3.6 Transporting registered pupils

- to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- to other premises where the governing body or local education authority has arranged for pupils to be educated;
- to enable them to meet an examination requirement when they have been prepared for that examination at the school; and
- in connection with an educational visit (but may request a voluntary contribution).

4.0 ITEMS FOR WHICH CHARGES WILL BE MADE

4.1 Within School Hours

4.1.1 Educational visits and activities – voluntary contributions

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity.

Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

If the school does not receive sufficient voluntary contributions we may need to cancel the visit or activity. When a visit or activity does go ahead it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

4.1.2 Swimming

The costs of providing swimming tuition in the local public pools, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. Although the school will provide some funds to support this activity to ensure all pupils' educational requirements for swimming will be met, it will be necessary to request voluntary contributions to offset the balance of costs.

4.1.3 Music

All pupils study music as part of the normal school curriculum for which no charge is made. In addition, music groups may run during the school day, at lunchtime or after school for which no charge is made (e.g. recorder groups, Choir). The governors do, however, reserve the right to charge for these activities as "optional extras" if they occur outside school hours and are not part of the National Curriculum or the Key Stage 2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Peripatetic music teachers teach individual or group lessons for which a charge is made. There is some remission of fees for those families in receipt of certain state benefits. Information about additional music tuition is available from the school office.

4.1.4 Craft/Technology Activities

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by the parents/carers.

4.1.5 Early Years Provision

A charge will be made to cover the cost of providing Early Years Education in excess of the hours funded by the Local Authority. As this is deemed to be an optional extra, the parents/carers agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places, Governors will have regard to the guidance provided by the Local Authority.

4.2 Not Within School Hours

4.2.1 Residential Visits

Charges will be made for the cost of the visit (Board and lodging, travel costs, entrance fees etc.). Families are invited to pay in instalments over several months or in one single payment. Any parent/carer who refuses, or is unable to meet the charge, should not expect their child to be included. Any parent/carer unable to meet the cost is invited to apply for a remission, please refer to section 6.

4.2.2 Optional Extras

Charges may be made for some activities known as "Optional Extras". These may include-

- extra-curricular activities
- any equipment and/or staffing in relation to extra-curricular activities
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil. 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.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

4.3 Other Charges

4.3.1 Additional Text Books and Study Materials

From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil's learning. In these circumstances, it is the parent/carer's choice to purchase and the charge will be met in full by the parent/carer. Any such charge will be equal to the cost price of the item concerned to the school.

4.3.2 Lost or Damaged Items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement

may also be made for lost or damaged items of school property, including library books/text books.

4.3.3 School Uniform

Westfield Primary Community School uses a clothing supplier who provides quality school wear at affordable prices. In exceptional circumstances, the school has discretionary power to provide assistance towards the purchase cost.

4.3.4 School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost stated by the schools catering supplier. All pupils in reception, year 1 and year 2 qualify for a free school meal (UFSM). Older pupils may also be eligible for free school meals. Application forms are available from the school office.

4.3.5 Public Examinations

A charge will be made for examination entry fee/s if the registered pupil-

- has not been prepared for examination at the school, or
- fails, without good reason, to complete the requirements of any examination for which the school has already paid or agreed to pay the entry fee.

5.0 HIRE OF SCHOOL PREMISES

Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the terms and conditions of hire, and the scale of charges may be found in the school's Lettings Policy.

6.0 REMISSIONS

Westfield Primary Community School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra-curricular, independently of their parent's/carer's financial means.

To that end, the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit – for applications made on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive). This benefit is replacing Income Support, Income-based jobseekers Allowance, & Income-related Employment and Support Allowance.
- 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 Credit element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher may use their discretion to remit charges in part or in full.

In the event a remission of charge is declined, parents/carers have the right to appeal in writing to the Chair of Governors whose decision will be final.

If a parent/carer wishes to apply for a remission of charge, a form is available from the school office. Authorisation for such remission will be made by the Headteacher. The decision of the Headteacher will be final.

Appendix 1 – Application Form for the Remission of Charges

Westfield Primary Community School Askham Lane Acomb York YO24 3HP	APPLICATION FORM FOR REMISSION OF CHARGE 01904 555295 office@westfieldprimary.co.uk
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To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer	Mr/Mrs/Miss/Ms/Dr/		
Forename/s	Relationship to pupil		
Full Postal Address			
Postcode	Phone No.	Mobile No.	

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity	Date of Activity
Please state the reason(s) why you are requesting remission:	

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant Date

Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		