Wolston St Margaret's C of E Primary School

LEARNING, BELIEVING AND ACHIEVING TOGETHER TO

'LET YOUR LIGHT SHINE'

MATTHEW 5;16

Charging and Remissions Policy 2025 – 2026

Our Christian vision shapes all that we do: Learning, Believing, and Achieving together to "Let your Light Shine" (Matthew 5:16).

Guided by our Christian values of **Honesty, Love, Courage and Community**, we encourage all to flourish. Like a lamp set high to light its surroundings, everyone — whether timid or outgoing — is called to share their light for all to see. Our vision welcomes children and adults of all faiths and none, inspiring them to live, grow, and learn together, showing the world their unique light.

CHARGING AND REMISSIONS POLICY: 2025 - 2026

Aims

At Wolston St. Margaret's Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

In this policy we aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- Voluntary Contribution is a request to support experiences / activities which would not otherwise be possible

Roles and responsibilities

The Governing Body
The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
The Governing Body also has overall responsibility for monitoring the implementation of this policy.
At Wolston St Margaret's, responsibility for approving the Charging and Remissions Policy and for monitoring its implementation has been delegated to the Resources Committee.

The Headteacher
The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff
Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team (SLT) will provide staff with appropriate training in relation to this policy and its implementation.

Parents
Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

In accordance to the guidelines Wolston St. Margaret's Primary School will not charge for:

Education:

- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities* that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity. This includes instrumental tuition for individual pupils or pupils in small groups.
- Admission applications
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- School meals for pupils registered for Free School Meals

Swimming lessons

- The school organises swimming lessons for children in Year 3. These take place in school time and are part of the National Curriculum. However, we have to make a charge for this activity to cover transport costs. We inform parents when these lessons are to take place.

Residential visits

- 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:
    a. The national curriculum
    b. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    c. Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Sports Coaching

All children may have games lessons e.g. football, netball, hockey, as part of the school curriculum. We also run coaching for the school teams. A member of staff organises this coaching either during school time or after school, and a charge may only be made for these activities if they are led by an outside provider.

Where charges can be made

Below we set out what Wolston St. Margaret's Primary School can charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below) Music and vocal tuition if this at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.
- Community facilities (please see separate Letting Policy)

Optional extras

Brookside Dragons/Diddy Dragons

Brookside Dragons is a fee paying 'before and after' school club which is financially independent of the main school budget. Parents are able to pay fees on a weekly, monthly, half termly or termly basis. Parents are asked to pay in advance to retain their child's place. Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required. Additional charges may be made for late collection of children.

Charging for Nursery Sessions (EYFS Framework)

In line with the Early Years Foundation Stage (EYFS) framework, our nursery provision offers both morning and afternoon sessions. These sessions are structured to support early learning and development in a safe, stimulating, and nurturing environment.
Children are entitled to funded nursery education, which may include up to 15 or 30 hours per week depending on eligibility. Where additional sessions are requested beyond a child's funded entitlement, charges may apply as set out in our Fee Policy
However, **we do not charge for the lunchtime period when a child is attending both a morning and an afternoon session on the same day**, where they are eligible for a fully funded day. This supports continuity of care and learning for the child and ensures families are not penalised for accessing a full day of nursery provision.

Charges may still apply in the following cases:

- If the child's attendance exceeds their funded entitlement and does not meet the criteria for full-day provision
- If a child attends our Nursery Plus Wraparound
- If a child attends Diddy Dragons or Dragons Wraparound Care

Details of our Nursery sessions are listed below:

Morning Only Sessions

- **Session A** 8:45am – 11:45am – Morning session within the 15 available funded hours
- **Session A + B** 11:45am – 12.15pm 30 minute session available as Nursery Plus Wraparound offer for those NOT staying for funded afternoon session, **chargeable - see Fee Policy**

Full day sessions

- **Session C –** 8:45am – 2:45pm this 6 hour session is available to **all** children, but there will be a charge per session (see Fee Policy) for those not eligible for 30 hours funded childcare. You can check your eligibility for free childcare by accessing the Government link below.
  If your child is accessing the full 6 hour session, there will be no charge over the lunch period. This is in keeping with new Government legislation around access to funded childcare.
  Your child will be required to bring a packed lunch for this session.
- **Session C + D** 8.45am – 3.15pm this 6 hour session (as above) with Nursery Plus Wraparound **(see Fee Policy)**

Families will be informed in advance of any charges, and all efforts will be made to ensure transparency and accessibility in line with our commitment to inclusive early years education. We encourage open communication if you are unable to meet the payment deadlines. However, to ensure the sustainability of our nursery provision, we must enforce our payment terms.

A notice period of at least 4 weeks must be given if a parent/carer wishes to make changes to both funded and non-funded sessions. We will always try our best to accommodate any changes but we cannot always guarantee these will be approved.

After School Clubs
We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and may be charged for. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term.

Residential visits
We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. We may ask for a voluntary contribution to cover any charges for the education and travel expenses.

Non-Payment Policy:
If fees are not paid within 7 days of the due date:

- We will send a reminder notice.
- If payment is still not received within 7 days following the reminder, we will make a final attempt to contact you to discuss any difficulties you may be experiencing.

Unfortunately, if we do not receive payment or hear from you within 7 days of the final reminder, we will have to consider withdrawing your child's place from the related provision. We do this with a heavy heart, as it is vital for us to maintain the financial health of our services to continue offering quality education and care to all our children.

Damaged or Lost School Property
Parents may be asked to contribute towards replacing damaged or lost school property caused willfully or negligently by their children, e.g. broken window, damaged or lost book.

Voluntary contributions

As an exception to the requirements set out above, the School is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the School may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips.

No child will be excluded from an activity if their parents are unwilling or unable to pay. If the School is unable to raise enough funds for an activity or visit then it may be cancelled. The School will make parents aware of a possible cancellation in the information sent to parents.

If a parent wishes their child to take part in a School trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. At times the School will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The School provides information on request (No individual circumstances are disclosed).

Remissions

In some circumstances the School may not charge for items or activities set out above. This will be at the discretion of the Governing Board and will depend on the activity in question.

Remissions for residential visits
Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Monitoring arrangements

The School Business Manager (SBM) monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the SBM every year and will be approved by the Governing Board. For regular activities, the charges for each activity will be determined by the SLT and reviewed each year, and published on our school website.

Contact Information

For further information, please contact Wolston St. Margaret's Primary School via:

Email: admin3192@welearn365.com or Phone: 02476 542212

Policy Name	Date Created	Next Review Date	Notes/actions
Charging and Remissions Policy	January 2026	January 2027	