

# **WOODLANDS PRIMARY SCHOOL**



## **CHARGING AND REMISSIONS POLICY**

**Updated: January 2024**  
**Review Date: January 2025**

## 1. Admissions

There is no charge for admissions. Charges are made for Nursery and Pre-School sessions that are not covered by nursery funding, or for nursery lunchtime supervision (see Nursery policy).

## 2. School meals

There is no charge for children who are entitled to free school meals or infant universal free school meals. Pupils who are not entitled to free school meals will be charged *a set amount of £2.70 per day* decided by the *governing body of the school*.

Nursery and Pre-School children pay a small fee for snack, chargeable each session.

## 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

## 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

Where a school activity or external visit incurs a cost (eg workshop, entrance fee or transport cost) parents are asked to make a voluntary contribution to cover the cost (**section 8**). Children in receipt of Pupil Premium funding will have their contribution reduced by 50%. Some enrichment activities will be paid for by school fund/PTA and most sporting activities and transport to sporting events will be funded by PE Premium Grant.

Parents will be asked to make a voluntary contribution of their choice towards funding the cost of Swimming sessions that take place.

### We may also charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

## 5. Activities that take place outside of school hours (non-residential)

Where a school activity or external visit incurs a cost (eg workshop, entrance fee or transport cost) parents are asked to make a voluntary contribution to cover the cost (**section 8**). Children in receipt of Pupil Premium funding will have their cost reduced by 50%. Some enrichment activities will be paid for by school fund and most sporting activities and transport to sporting events will be funded by PE Premium Grant.

## Optional extras

The school will also charge for optional extras. 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
  - 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 that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

## The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set by the Headteacher to recover the cost of the activity. Residential visits are approved by Governors annually. The charges, when determined, will be published to parents.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When 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
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

**Our school will charge for:**

### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

Children in receipt of Pupil Premium funding will receive a 50% discount on the cost. Parents will be given advanced notice of residential activities and be given the option of a payment plan.

### **Travel**

Travel charges will apply when the residential activity takes place inside or outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Activities**

The school will charge for residential activities that fall **outside** of school hours (**see section 5**).

## 8. Music tuition within school hours

**Woodlands Primary School** follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule (if not delivered by school staff as part of the Music curriculum).

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

## 9 Extended services

**Woodlands Primary School** is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Extended services at Woodlands will either be provided by school staff (activity clubs FOC), or our Wrap-around club Sunbeams (as per their individual charging rates for breakfast, afterschool and holiday provision).

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 10. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## 11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher and Chair of Governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher. We currently offer a 50% discount on charges to children in receipt of Pupil Premium.

## 12. Voluntary contributions

The Governing Body may ask for voluntary contributions or donations to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents (provided the supplier makes no charge, or cancellation is covered by insurance).

## 13. Inability or unwillingness to pay

**Woodlands Primary School** is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

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## Schools Lettings Charges - Academic Year 2023/24

	These letting charges have been designed to be used as a <u>guide</u> when charging for the use of school or youth facilities to recover typical premises, cleaning and caretaking costs (reflecting Local living wage pay scales) and administration/overheads.			
	Schools are advised to use their own discretion when deciding on the exact charges to be levied. Please take into account local conditions and levels of charging from similar venues.			
	These figures are updated annually using Government statistics and this version is based on August 2023 CPI			
	<b><u>Community and Commercial charges</u></b>			
	The recommended charge for the use of school and youth centre premises for community and commercial use for the 2023/24 academic year is as follows :			
		<b>CW&amp;C</b>	<b>Public</b>	<b>Outside company</b>
		<b>Adult &amp; Community</b>	<b>Community use</b>	<b>Profiting from the letting</b>
		<b>Learning</b>	(2/3 of actual	<b>Commercial use</b>
		Usage	<u>cost return rate</u> )	<u>Actual cost return rate</u>
				-
		£ per hour	£ per hour	£ per hour
	<b><u>(i) Primary Schools:</u></b>			
	- Hall	20.90	41.80	62.70
	- Classroom	13.55	27.10	40.65
	- Subsequent Classroom	2.17	4.33	6.50
	<b><u>(ii) Secondary Schools:</u></b>			
	- Hall	27.08	54.17	81.25
	- Classroom	13.83	27.67	41.50
	- Sports Hall	51.00	102.00	153.00
	- Gymnasium	26.52	53.03	79.55
	- Changing room	12.10	24.20	36.30
	- Subsequent Classroom	2.43	4.87	7.30
	- Squash Courts	12.77	25.53	38.30
	- IT Suite	13.83	27.67	41.50
	- Art & Craft Studio	13.83	27.67	41.50
	- Cookery Room	13.83	27.67	41.50
	- Centre Head Office	13.83	27.67	41.50
	<b><u>(iii) On cost for Sunday and</u></b>			
		3.20	6.40	9.60

	<b>Bank holiday lettings</b>			
	<b>(iv) Sports Facilities</b>		<b>£ per game</b>	
	- Tennis / Netball		8.81	
	- Football / Rugby / Hockey / Cricket			
	Weekday		48.64	
	Weekend		64.44	
	- Synthetic Pitches		<b>£ Per Hour</b>	
	Full Size Pitch		74.82	
	Half Size Pitch		47.57	
	1/3 Size Pitch		42.57	
	<b><u>Election charges</u></b>			
The recommended charges relating to Elections have now been removed.				
Schools maintained by Local Authorities are obliged to provide free of charge a room in a school for election purposes.				
The Returning Officer is only obliged to make good any damage and to pay any additional caretaking costs				
Currently CW&C will reimburse caretakers direct for the extra hours they work on Polling Day.				
Historically the Returning Officer has also paid schools an amount towards the cost of any additional heating and lighting expenses.				
Queries relating to charges and other related matters should be made to SchoolsFinanceTeam@cheshirewestandchester.gov.uk				

**This policy was reviewed in January 2024.**

**This policy was approved by Governors on 30 January 2024.**

**This policy will be reviewed again in January 2025.**