YARDLEY WOOD COMMUNITY PRIMARY SCHOOL

Charging & Remissions Policy

Autumn 2026
To be reviewed autumn 2027

Purpose of Policy

The policy is to provide advice to parents and carers and systems for school management in actions relating to charges made to families on behalf of activities undertaken by children whilst in the care of the school.

The policy is agreed by the Governing Body of the school and is reviewed annually taking into account current legislation and DfE advice.

We aim:

- To make school activities accessible to all pupils
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at best value
- 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 specific resources to support such activities

It includes a number of key factors:

- Value of certain activities in relation to age/needs of pupils
- Cost of an activity set against its educational value
- How the activity will be paid for
- Appropriate process for fund raising
- An assessment of whether the educational aims can be met in any other way
- An understanding of the various types of activities involved e.g. educational visits, music tuition
- Reference to additional or hidden costs e.g. lunch or pocket money
- An assessment of local facilities which can provide a more cost effective experience

Legislation

a] During School Hours

The DFE in its guidance to School Governors states that **"education provided during school hours must be free."** It goes on to advise that although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions.... the essential point is that no pupil may be left out of a curriculum-based activity because his or her parents/carers cannot or will not make a contribution of any kind. However, if sufficient funds to make the trip viable are not raised, the visit will be cancelled, and parents will be advised of this when details of the visit are given.

b] Outside School Hours

Parents/carers can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. The Education Reform Act 1988 described activities which can be charged for as "optional extras". It is up to the LA or Governing Body providing the activities to decide whether to make a charge.

c] Residential Activity.

For a residential activity taking place largely during school time, or essential to the education provided at the school no charge may be made for the education or the travel costs, however, a voluntary contribution towards the costs can be requested. These two costs will be clearly separated and explained to parents. In the event of insufficient voluntary contributions and the school budget being unable to support the costs, the visit will be cancelled.

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, 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 these charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the current specified rate.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Again, if the school budget is unable to support the costs the visit will be cancelled.

Charging Policy of the School

Yardley Wood Community Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

1) Participate fully in the school curriculum
2) Contribute to all aspects of school life
3) Be a valued partner in the process of education
4) Have fulfillment from a rich and stimulating educational experience

These objectives must be seen to inform educational activities, whether in or outside school and are therefore integral to the process of charging for school activities.

As stated above all education undertaken in school time hours as part of the National Curriculum is free and is an entitlement of all the children in the school. Therefore, for such education no charge is made to families.

However, educational opportunities may take place beyond the school grounds and local community or require external additional specialist tuition services to give enrichment to what the school statutory has to offer. For such opportunities the school budget may not be able to fund these opportunities and so families may be asked to support the experience through providing a voluntary contribution towards the costs of the activity.

This may require the school to request families to contribute towards:

- Costs related to travel
- Costs related to admission
- Cost related to specialist tuition and or guides
- Costs related to boarding

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

If the school does not receive sufficient voluntary contributions the activity may have to be cancelled.

If families find that they are having difficulty financing such an activity then they are encouraged to discuss the matter with the Head Teacher in confidence.

Children are not to be excluded from any school activity on the basis of inability to pay by the family.

Additional activities organised by the school which may require voluntary contributions to be made by the families may include:

- Museum Visits
- Sporting Activities additional to normal experiences provided by the National Curriculum
- Outdoor adventure activities
- Theatre visits
- Musical events

- End of year visits

These experiences are judged to be above what the school provides as part of the National Curriculum and are justified as 'enrichment activities' beyond the normal quality education provided free of charge.

Instrumental Music Lessons

All children have musical studies as part of their normal school learning, this is free.

Schools' Charging Policy for Instrumental/Vocal Tuition

The law allows for a charge to be made for music instrumental lessons inside the school day, provided that the tuition is provided as the request of the pupil's parent, and unless the tuition is required as a part of a syllabus for a prescribed public examination, or is required by the National Curriculum.

Individual or group vocal tuition, which is provided within school hours must be free. Where vocal tuition is provided outside school hours, and is not required as an integral part of the syllabus for a prescribed public examination or by the National Curriculum, a charge may be made. Charges may not exceed the cost of the provision.

Other musical opportunities for individuals beyond the national curriculum experience may be subject to additional charges.

The school will base charges on the following criteria:

1. the school is making some financial input itself
2. the notion of instrumental/vocal lessons supporting a variety of special educational needs is clearly understood by the school and explained to pupils and parents
3. equality of access to opportunity is maintained for all pupils;
4. no pupils are denied access because of financial hardship;
5. charges are the same for all lessons regardless of lesson or size of group;
6. sufficient flexibility is retained to allow groups of different sizes and lessons of different length;
7. money is collected in advance and charges are made per term, rather than per lesson. Refunds are only made when the number of lessons missed due to teacher absence falls below an agreed level.

Day Visits in School Time

Families may be asked to contribute wholly or partly towards costs of the visit with regards to making a voluntary contribution if the school budget cannot fund the visit. The visit will be cancelled if insufficient voluntary contributions are not achieved to cover the cost of the visit.

Visits Outside School Time Not Involving Overnight Stay

Full costs for the visit, as itemised, will be required from families.

Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum and thus follows activities that are part of the normal school schemes of work promoted by the school, the school will not make any charge for the cost of the education or travel expenses if the school budget permits. If the school budget cannot fund the visit, contributions will be requested from families and if these are inadequate to fund the visit it will be cancelled.

If the proposed visit provides experiences beyond the experience that is normally offered to the children in the school, then the visit will be funded through contributions made by the families of the participating children, to include the costs of:

- Travel costs
- Board and lodgings
- Tuition services
- Necessary equipment
- Additional insurance costs
- Parents/carers who receive specified state benefits may be exempt from some of these charges

Such visits are deemed an enrichment experience and not essential to the core learning of the children.

Physical Education and Artistic Activities

No charges will be made to families for activities occurring under the Physical Education and relevant Artistic schemes of work of the school which will include swimming. Additional opportunities may require a request for voluntary contributions. Such examples may be coaching opportunities from outside agencies but these will take place outside school time.

Constructional Activities

The school budget provides money for materials to support these activities as part of the national curriculum. However, if the final product is taken home a small charge may be sought to cover costs of materials.

Before and After School Activities (to include dinner time activities)

These are outside the normal school day and although they may relate to the National Curriculum full charges will be made to families whose children are involved in the activities. These charges may be variable according to the activity being provided.

Curriculum Enrichment Activities

If an outside provider is brought into school to provide enrichment activities during school time the families will be requested to make a voluntary contribution towards supporting the funding of the experience. However, no child will be excluded from the experience on the inability of a family to provide the necessary funds.

Remissions Policy

Yardley Wood Primary School will implement the following Remissions Policy within the aims stated in this policy.

A programme of visits will be arranged by Yardley Wood Primary School, which is directly related to the curriculum delivered. The visits will be in one of the following categories:

1. Curriculum related visit.

   Where possible, and if school finance allows, such visits will be funded free of charge. However, if such funding is not possible then the school will ask parents to make a voluntary contribution in order to allow the visit to take place. If in such circumstances insufficient voluntary contributions are made then the visit will be cancelled.

2. Non-curriculum related visit:

   Parents will be asked to make a voluntary contribution in order to allow the visit to take place. As the visit is not curriculum related any shortfall in covering the visit cost will result in the visit being cancelled.

3. Residential visit:
   Parents will be asked to make full payment in order to allow the visit to take place (school will part-fund if possible). If in such circumstances insufficient voluntary contributions are made then the visit will be cancelled.

4. Physical Education and Artistic Activities in School Time:

   These will be funded free as part of the curriculum experience of the children. Charges may be necessary for out of school hours' activities.

5. Curriculum enrichment activity:

   Parents may be asked to make a voluntary contribution in order to allow the activity to take place. For children whose families are unable to support their children on these activities financially then the school will seek ways with the families to help the child undertake the experience being offered.

The Governing Body may wish to remit in full or part, the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited, in confidence, for the remission of charges in full or part. The Head Teacher, in consultation with the Chair of Governors, will make authorisation for such remission.

Informing Parents

A summary of this policy will be in the school prospectus.

Implementation

Planning, as part of the process of budget planning is essential to developing a charging policy at Yardley Wood Primary School which recognises equality of access.

We will endeavour therefore to produce a programme of activities based on clear set of priorities identified by the school and taking into consideration projected number of children, cost per head and breakdown of transport costs, entry fees, discounts, teachers' costs etc.

Such a process however, should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year. These will be implemented in a way that is consistent with the school's overall policy.

Hiring of Premises

Yardley Wood Community Primary School does not currently hire or let any part of the school building or grounds out for private use at a cost.

Autumn 2026

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Policy adopted by Governing Board

Signed …… Chair of Governing Board

Date ……..