Ward Jackson Church of England Primary School

Charging and Remissions Policy 2026

Charging and Remissions Policy

We at Ward Jackson Church of England Primary School aim to provide an education which is enjoyable, creative, of high quality and provides children with the skills to succeed in the future. We believe that all children should have the opportunity to achieve regardless of their background, race or disability.

This policy sets out the charges that will be requested from parents for activities, what remissions will be implemented and how and when voluntary contributions may be requested from parents.

Ward Jackson Church of England Primary School will not charge for:

- An admission application to any state funded 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 learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- 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. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Ward Jackson Church of England Primary School may charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent and not an essential part of the national curriculum. Charges may not exceed the cost of the provision, including the cost of the staff who provides the tuition. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- Certain Early Years provision under the Education Regulations 2012 (Charges for Early Years Provision)
- Community Facilities under section 27(1) of the Education Act
- Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for extras such as books, instruments, equipment etc. Optional extras can include:
    - Education provided outside of school time that is not:
        1) Part of the National Curriculum,
        2) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
        3) 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 required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential trip
- extended day services offered to pupils (breakfast club/aftercare)
- Books from the Little Wadle Scheme if taken home and not returned.

Optional extra costs may include:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff, teaching staff or supply staff for services to provide an optional extra

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It may not include therefore 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. Participation in any of the optional extra activity will be on the basis of parental choice and the willingness to meet the charges.

Non residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential Trips

Ward Jackson Church of England Primary School will not charge for:

- education provided on any trip that takes place during school hours
- education provided on any trip that takes place 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Ward Jackson Church of England Primary School may charge for:

- Board and lodging, including that of necessary supervisory staff, but the charge must not exceed the actual cost

- Activities, including that of necessary supervisory staff, that takes place outside school hours that are not part of the school curriculum. The charge must not exceed the actual cost.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. School will make it clear to parents at the outset what the policy for allocating places on school trips will be.

Transport

Ward Jackson Church of England Primary School will not charge for:

- Transporting registered pupils to or from the school premises, where the children's services authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or children's services authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Ward Jackson Church of England Primary School may charge for:

- Any other transport that is provided as an optional extra.

Voluntary Contributions

Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities.

Ward Jackson Church of England Primary School may ask parents for voluntary contributions for the school activity and will be used to cover associated costs. The Head Teacher will make it clear to parents that there is no obligation to make any contribution(s). Parents will not be made to feel pressurised as contributions are not compulsory. No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit then it may be cancelled. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

The Head Teacher reserves the right to use the school fund to discretely subsidise families that are genuinely unable to pay voluntary contributions. The responsibility for determining the level of the voluntary contribution is delegated to the Head Teacher.

The school may request a voluntary contribution from parents towards breakages and replacements as a result of damages caused wilfully or negligently by pupils.

Remissions Policies

Ward Jackson Church of England Primary School may remit in whole or in part the charges referred to in this policy in the following circumstances

- If funding is received to cover some or all of the costs
- If the Head Teacher deems that the specific needs of a child/children/family are such that remission of charges is appropriate, such cases will be examined on an individual basis.