Whingate Primary School

Charging and Remissions Policy

October 2026

Our Charging and Remissions is in place for all children from Nursery to Year 6.

Ratified by the Governing Body on _____

Chair of Resources Signature _____

Date of Next Review – October 2027

Whingate Primary School Charging and Remissions Policy

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1.. ADMISSIONS

There is no charge for admissions.

2. SCHOOL MEALS

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal to be decided by the Governing Body. The current price is £2.86 per meal. School meals should be paid weekly and in advance. Should two weeks of outstanding dinner monies accrue, you will need to provide your child with a packed lunch until the balance is clear.

3. 30 HOURS FREE NURSERY PROVISION

If parents choose to take the offer of a thirty-hour place, there will be an additional charge of £9 per week, in relation to additional staffing required for this option. This additional cost should be paid on a four-weekly basis, and in advance.

If the additional £9 per week is not received, your child will need to be collected and taken out of school for lunch each day, between 11.45am and 12.15pm.

4. 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.

5. ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS (this does not include the break in the middle of the school day)

There is no charge for activities during school hours though we may charge for:

- **Baking** - where baking is a regular activity for a class, we shall ask for voluntary contributions toward the cost of ingredients. Children will eat, or take home, the products of their baking/cooking. Costs incurred above the income from voluntary contributions will be paid from School Fund. No child will be excluded from a baking/cooking activity for any reason related to costs or contributions.
- **Curriculum enrichment** - outside speakers or artists may occasionally come into school to enrich the curriculum and educational experiences of children. Parents may be asked for voluntary contributions towards the costs of these and any shortfall will be made up from School Fund. No child will be excluded from an event/experienced for any reason

related to costs or contributions. Parents will be made aware in advance in circumstances when insufficient voluntary contributions would result in the trip/experience being cancelled.

- **Trips wholly or mainly in school time** - school will not charge for a trip in school time. Parents will be asked for voluntary contributions towards the costs of these and any shortfall will be made up from School Fund. No child will be excluded from a trip for any reason related to costs or contributions. Parents will be made aware in advance in circumstances when insufficient voluntary contributions would result in the trip/experience being cancelled.

6. ACTIVITIES THAT TAKE PLACE MAINLY OUTSIDE SCHOOL HOURS (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the school's basic curriculum for religious education.

However, school may charge for trips wholly or mainly out of school time: Parents will be asked to indicate if they wish their child to participate. The full cost will be worked out and this will be divided between the number of children joining the trip. Voluntary contributions will be collected to cover this cost. If all children who wish to participate do not contribute then the trip/activity may be cancelled. If parents find it difficult to make any voluntary contributions, they are advised to inform the Co-Headteachers, as it may be possible to help from School Fund or the School Budget.

6.1 OPTIONAL EXTRAS

The school will 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
- board and lodging for a pupil on a residential visit.

6.2 THE COST OF OPTIONAL EXTRAS

The Co-Headteachers will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteachers on the recommendation of the resources committee. The charges, when determined, will be published on the school's website and appended to this policy.

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.

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.

7. 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 5.**

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 6.**

8. RESIDENTIAL ACTIVITIES

Our school will not charge for:

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel
- activities that fall outside of school hours

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. RESIDENTIAL VISITS ARE SUBSIDISED BY THE GOVERNING BODY (see **section 12** for more guidance on remissions).

9. MUSIC TUITION DURING SCHOOL HOURS

Whingate follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

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.

In 2025-2026 the school is providing optional group flute/clarinet lessons delivered by a specialist tutor. The cost per child is £166.61 per year plus instrument hire of £18 per term. School will charge £120 per year plus instrument hire.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Whingate is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on pupil premium.

There is no charge for vocal or instrumental tuition for children in care.

10. EXTENDED SERVICES

Whingate 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, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Breakfast Club is free for all children from Reception to Year 6 if they sign up each half term to attend.

Afterschool Clubs are subsidised for all children and costs £10 per term, per child, per club. Looked After Children children and children entitled to Targered Free School Meals are not charged for afterschool clubs.

11. DAMAGE TO PROPERTY AND VALUABLES

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 Co-Headteachers and dependent on the situation.

12. LATE COLLECTIONS

Where children are collected late regularly a charge will be applied. Children collected late on two occasions within a half term will receive a warning letter advising that any further late collections will be charged at £3 per child, per day.

13. 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
- Universal Credit (if net household earnings are £7400 or less)
- 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 Support allowance

Children of families who receive these payments are also entitled to Targeted Free School meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Co-Headteachers 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.

Families in receipt of Targeted Free School Meals will not be charged for afterschool clubs and will be only be charged 50% of the cost of residential visits.

All children in Reception to Year 6 have the opportunity to access a free breakfast club,

14. VOLUNTARY CONTRIBUTIONS

Whingate may ask for voluntary contributions 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.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

15. INABILITY OR UNWILLINGNESS TO PAY

Whingate 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.

The school reserves the right to withdraw chargeable services, at the end of a charging period where no payment has been received e.g. paid school meals, places at clubs Additionally should monies remain unrecovered, then the right to access other chargeable services may be withdrawn until the full debt is recovered.

Signed by:

_____	**Chair of Governors**	**Date:** _____
_____	**Headteacher**	**Date:** _____
_____	**School Business Manager**	**Date:** _____