



Wittersham Church of England Charging and Remissions Policy 2025

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world.

Version	Date	By	Description
V01	September 2024	Mrs Coulson	Review
V02	September 2025	Mrs Coulson	Review

'On a voyage of discovery; learning and growing together in the light of God.'

Aims

At Wittersham Church of England Primary School, we aim to ensure robust and transparent processes are in place for charging and remissions. This policy clearly outlines the activities and circumstances where charges will and will not be made. We are committed to offering a wide range of activities and visits, whilst minimising financial barriers so all pupils can benefit fully from these opportunities.

Legislation and guidance

This policy is based on Department for Education (DfE) guidance on charging for school activities. It also reflects the Education Act 1996 (sections 449–462), which sets out the law on charging for school activities in England, and DfE guidance on statutory policies for schools and academy trusts.

Definitions

A charge is a fee payable for specifically defined activities.

A remission is the cancellation of a charge which would normally be payable.

Roles and responsibilities**Governing Board**

The board is responsible for approving the charging and remissions policy and monitoring its implementation. The board may delegate approval to a committee, an individual board member, or the headteacher.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the policy and apply it consistently.

Staff

Staff are responsible for implementing the policy fairly and consistently. Any uncertainties about specific cases must be referred to the headteacher. The school will provide appropriate training to staff in relation to this policy.

Parents/carers

Parents and carers should raise any concerns or queries about this policy with school staff or the headteacher.

Where charges cannot be made

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Compassion

Courage

Cooperation

The school cannot charge for admission applications or for education provided during school hours, including materials, books, instruments or equipment. We also cannot charge for education provided outside school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or religious education.

Instrumental or vocal tuition cannot be charged for unless it is provided at the request of a parent or carer. The school cannot charge for entry to a prescribed public examination if the pupil has been prepared at the school, nor for examination re-sits where preparation has been provided by the school.

In relation to transport, no charge can be made for transport where the local authority has a statutory obligation, for transport arranged by the board or local authority to other premises for education, for transport enabling a pupil to meet an examination requirement, or for transport provided in connection with an educational visit.

For residential visits, the school cannot charge for education provided during school hours, or outside school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education. We also cannot charge for supply teachers who are required to accompany pupils on a residential visit.

Where charges can be made

The school may charge for materials, books, instruments or equipment where parents or carers wish their child to own them. Charges can be made for optional extras, music and vocal tuition in certain circumstances, some early years provision, community facilities, and examination re-sits if a pupil fails, without good reason, to meet exam requirements.

Optional extras include education provided outside school time that is not part of the National Curriculum, a syllabus for a prescribed public examination, or religious education. They also include examination entry fees where the pupil has not been prepared at the school, transport that is not required for statutory education, board and lodging for residential visits, and extended day services such as breakfast clubs, after-school clubs and supervised homework sessions.

Any charge will not exceed the actual cost of the activity, divided equally among the participants, and will not subsidise other pupils. Parental agreement will always be sought before an optional extra is charged for.

Music tuition may be charged for if requested by parents or carers, provided the costs do not exceed the actual provision. However, no charge will be made if tuition is part of the

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National Curriculum, part of the Key Stage 2 whole-class instrumental/vocal programme, or for pupils looked after by a local authority.

Charges may also be made for board and lodging on residential visits, but not beyond the actual cost.

Voluntary contributions

The school may request voluntary contributions from parents and carers to help fund activities which cannot be fully financed otherwise, such as school trips or sporting events. There is no obligation to contribute, and no pupil will be excluded from an activity if their parent or carer does not pay. However, if insufficient contributions are received, the activity may be cancelled.

Activities we charge for

The school will charge for breakfast, after-school and sports clubs. These charges cover staffing and resources. For regular activities, such as swimming, charges will be set and reviewed annually by the board. Parents and carers will be informed of the charges in Term 5 each year.

Remissions

In some circumstances, the board may decide to waive charges for activities outlined in sections 6 and 8. This will be considered on a case-by-case basis.

For residential visits, parents and carers who can prove they receive certain benefits will be exempt from paying the cost of board and lodging. These benefits include: Income Support; Income-based Jobseeker's Allowance; Income-related Employment and Support Allowance; support under part VI of the Immigration and Asylum Act 1999; the guaranteed element of Pension Credit; Child Tax Credit (if not entitled to Working Tax Credit and with an annual income of no more than £16,190); Working Tax Credit run-on (paid for four weeks after eligibility ends); and Universal Credit (for households with an annual income of less than £7,400 after tax, excluding benefits).

Monitoring arrangements

The headteacher monitors charges and remissions to ensure compliance with this policy. The policy is reviewed annually by the headteacher and approved by the board at each review.

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