



**Willow Tree Community Primary School**  
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## **Charging and Remissions Policy**

### INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Local Authority's policy statements on charging and is reviewed on an annual basis.

### CHARGING POLICY

#### Activities without charge

There will be no charge for the following activities:

Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.

Education provided outside school hours if it is part of the National Curriculum, or part of the syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education.

Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);

Instrumental and vocal tuition for children in care;

Entry for the prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

#### Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with the funding subject to the following conditions:

Any children of parents who do not wish to contribute will not be treated any differently;

Where there are insufficient contributions to make the activity viable then the activity will be cancelled.

### Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed the actual cost;

Educational or other activities provided wholly or mainly outside school hours which are not:

- a) Part of the National Curriculum
- b) Part of a syllabus for a prescribed public examination which the pupil is being prepared for at school
- c) Part of religious education

(note: this could include school before and after school clubs - see detailed costs in appendix 1)

Board and lodgings on residential visits (subject to remission arrangements)

Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.

Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.

### REMISSIONS POLICY

There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance or any Income Related Benefits. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed at charges for individual activities.

The Governors will ensure that there is sufficient money in the School Budget to ensure these children do not miss out on residential trips. However, the School Business Manager will try to source a bursary from the Board and Lodgings provider when there is a child whose Parents fall into the above category. If the Bursary is not available to contribute to the cost, the Governors will agree to pay for the full cost of Board and Lodgings.

## **Appendix 1**

After school Club  
£5.00 per sessions

Breakfast Club  
50p per session