Woodford Primary School

Charging and remissions policy

This policy was approved by a WeST Community Council on 19 November 2026

Chair of WeST Community Council

Adopted on 19 November 2026

This policy will be reviewed annually on or before 19 November 2027

1 Introduction

This policy sets out when the school will charge parents and when parents will be entitled to the remission of charges.

2 Admissions

The school **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process in accordance with paragraph 1.9(n) of the School Admissions Code 2021.

3 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the school **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

4 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education.

5 School meals

5.1 The school **does not** charge for school meals where the pupil is eligible for free school meals.

5.2 Pupils who are not entitled to free school meals **will** be charged. A school meal is ordered by the parent and paid for via the SWIFT App.

6 Prescribed public examinations

6.1 The school **does not** charge for entry for a prescribed public examination (including re-sit/s) if the pupil has been/is being prepared for it by the school.

6.2 However, examination entry fee(s) may be charged by the school if:

- the examination is on the set list but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it; or
- a pupil fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.

7 Materials, books, instruments or equipment

7.1 The school **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

7.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

8 Music, instrumental or vocal tuition

8.1 The school **may** charge for tuition in singing or in playing a musical instrument during or outside school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition (but, in the case of tuition in playing a musical instrument, the group will not exceed four pupils).

8.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

8.3 **No charge** will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the school.

9 Transport

The school will charge for transport except if:

- transporting pupils to or from the school's premises where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the school or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the school;
- transport provided in connection with an educational visit.

10 Residential visits

10.1 The school **does not** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit 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 by the school or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit for which the school does not charge

10.2 The school **will** charge for board, lodging and other costs relating to residential visits (see **section 11**).

11 Optional extras

11.1 The school **does** charge for 'optional extras'.

11.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

11.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education;
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the school;
- other transport (outside of that outlined in **section 9**);
- board, lodging and other costs incurred for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions);
- community facilities.

11.4 In calculating the cost of an optional extra an amount **will** be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra;
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra;
- other costs reasonably incurred to provide the optional extra such as travel insurance and entrance fees.

11.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

12 Voluntary contributions

12.1 The school may ask parents/carers for voluntary contributions for the benefit of the school or any of its activities.

12.2 Where it is intended that an activity is to be funded by voluntary contributions, the Head Teacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the school is unable to fund it from some other source, then the activity will be cancelled

12.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

13 Refunds

13.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

13.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head Teacher. If approved, refunds will be processed via the original method of payment.

13.3 The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of a pupil's breach of the school's behaviour policy.

14 Damage to property and breakages

14.1 Where the school's property has been wilfully or recklessly damaged by a pupil or parent/carer, the school **may** charge those responsible for some or all of the cost of repair or replacement.

14.2 Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school **may** charge those responsible for some or all of the cost.

15 Remissions

Parents/carers who can prove they are in receipt of the certain benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits). These benefits to which this applies can be found here: https://www.gov.uk/apply-free-school-meals.

16 Complaints

Complaints regarding this policy or its application should be raised under the school's usual complaints procedure.