Woodley Primary School

At Woodley, we CARE.

We CARE about each other.

We CARE about the world.

We CARE about our achievements.

Charging and Remissions Policy

Created by:	Rachel Kelsall	**Date:** April 2023
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Charging and Remissions Policy

Introduction

As legislated by the Education Reform Act 1988 (as amended), the Governing Body is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Education and Inspections Act 2006 (in force from September 2007) introduced a regulation-making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made for music tuition.

Education

All education (including the supply of any materials, books, instruments or other equipment) during school hours is free with the exception of individual or group music tuition which is not provided as part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. We do not charge for any activity undertaken during school hours as part of the National Curriculum. Charges may be made for certain early year's provision.

Terms

Terms used within this policy are those defined within the legislation.

School Hours

School hours are those when the school is actually in session.

They do not include the mid-day break.

School hours from 1st September 2025 are:

Phase	From	To
Nursery AM	9.00am	12noon
Nursery PM	12noon	3.00pm
Nursery all day	9.00am	3.00pm
Reception	8.45am	3.15pm
KS1	8.45am	3.15pm
KS2	8.50am	3.20pm

Outside School Hours

Education provided outside school hours if it is religious education or part of the National Curriculum cannot be charged for.

School trips and visits and activities

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents / carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents / Carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Workshops in school
- Residential school visits
- Musical events

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

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 Visits

It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

Charges may be made for the actual board and lodging during residential school trips. The cost must not exceed the actual cost of the provision for the pupil. If the residential visit is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the cost of entry fees and travel expenses.

No charge in respect of board and lodging will be made for pupils whose parent(s) or guardian(s) is/are in receipt of any of the following state benefits:

- Universal credit in prescribed circumstances
- Income Support
- Income-based Job Seekers Allowance (IBJSA)
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Families' Tax Credit is not also received and the family's income does not exceed £16,190 (as revised)
- The guaranteed element of State Pension Credit and
- An income related employment and support allowance that has been introduced since October 2008.

Transport

No charge can be made for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Music Tuition

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).

No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.

No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.).

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the provider and may vary depending on size of group, length of lesson and type of instrument.

Material and Ingredients

Charges may be made for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product.

Optional Extras

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 providing materials, books, instruments, or equipment.

Optional extras are:

1. Education provided outside of school time that is not:
    - part of the National Curriculum;
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - part of religious education.

2. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
3. Transport that is not required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education; and
4. Board and lodging for a pupil on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not, therefore, include 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.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

Examination Fees

i. Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents. Entries to non-prescribed examinations, whether or not prepared by the school, will also be charged

ii. If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent.

iii. Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school cannot be charged for. However, if the pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Damages and Losses.

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

Wraparound / Nursery Charges

For families who are not eligible for free childcare, the costs for nursery services will need to be covered by the parents or guardians.

These charges are to cover the costs of running the nursery, including staff salaries, utilities, maintenance, and any additional services offered. Parents must pay any fees for the half term in advance.

Session times	Charges
AM: 9.00am – 12noon 3 hours	£17.50
PM: 12noon – 3.00pm 3 hours	£17.50
Full day: 9.00am – 3.00pm 6 hours	£35

Early Years Contribution

To support the provision of additional resources and activities in the early years setting, we request a voluntary contribution of £5 per term from parents of children in the Early Years Foundation Stage (Nursery and Reception).

Purpose of the Contribution

- Enhance learning materials and resources.
- Fund educational activities.
- Support special events and celebrations.

Payment Details

- Contributions can be made termly or annually.
- Payments can be made via ParentPay.

This contribution is entirely voluntary, and no child will be excluded from activities if their parents do not contribute. We appreciate any support you can provide to help enrich our early years programme.

Before, After School & Holiday Club

Woodley Primary School operates a before, after school and holiday club known as The Hive. Parents can book using MagicBooking. All sessions include a healthy snack and a number of enriching activities. The charges and session times until 31st July 2027 are as follows:

Before & After School	
Session	**Cost**
7.00am – 8.45am	£9.50
7.30am – 8.45am	£6.50
3.15pm – 4.30pm	£6.50
3.15pm – 6.00pm	£12.50
4.15pm - 6.00pm	£6.50
Holiday Club	
Session	**Cost**
7.30am – 6.00pm	£35.00
7.30am – 3.00pm	£25.00
9.00am – 3.00pm	£21.00

School Meals

At Woodley Primary School, we are proud to deliver our very own, in-house catering provision. Providing high-quality, nutritious meals is an integral part of how we care for our pupils' health, well-being, and ability to achieve.

School Meal Charges

The charge for a standard school meal is £2.87 per meal.

Free Meal Entitlements

Universal Infant Free School Meals (UIFSM): All children in Reception, Year 1, and Year 2 (Key Stage 1) are automatically entitled to a free school meal each day under the government's Universal Infant Free School Meals scheme. No application is required for this provision.

Benefits Related Free School Meals (FSM)

Some pupils may be entitled to Free School Meals if parents or guardians receive qualifying state benefits.

Important Note for Reception & KS1 Parents: Even if your child automatically receives a free meal

through UIFSM, we strongly encourage eligible families to apply for benefits-related Free School Meals. Registering triggers vital Pupil Premium funding from the government, which goes directly toward supporting your child's education and school resources.

How to Apply via Stockport Council

Applications for income- or benefits-related Free School Meals must be made directly through the local authority. Complete the online application form via the Stockport Council Free School Meals Portal: https://www.stockport.gov.uk/start/free-school-meals-application-form

If you have any queries or need assistance with your application, you can contact Stockport Council via email at benefitsfsm@stockport.gov.uk.

Remissions

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Under the Act no charges may be made for activities which form part of the syllabus for a prescribed public examination or the National Curriculum.

The Governing Body may waive all or part of the charges for the board and lodging element of a residential activity within school hours, where the parents of a student who would normally be liable but are receiving the benefits outlined under Residential Visits.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs. Remissions may be made on a group or an individual pupil basis.

Date approved / reviewed: July 2026