Willoughton Primary School

The Cliff Federation
Charging and Remissions Policy

Policy Information			
Status:	Statutory	**Reviewed by:**	Full Governing Board
Cycle of Review:	Annually	**Policy Ratified**	October 2025
Signed as accepted:			

Introduction
All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

The charges we set for activities are in accordance with the Local Authority's guidance on charging for activities in schools.

Voluntary contributions
When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- Visits to museums/ places of interest;
- Sporting activities that require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- In house workshops by external provider; Musical events.
- Presentations and visitors to school Residential visits

If the school organises a residential visit, we do make a charge to cover the costs however if there is insufficient contributions the trip may be cancelled.

Parents who are in receipt of pupil premium and receive the following benefits may seek further advice with the Headteacher:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs);
- The guaranteed element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Payment Plans are made available to any family well ahead of any planned residential trips.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time. We inform parents when these lessons are to take place for their child to take part in swimming lessons. As swimming is part of the national curriculum any additional costs are covered by the school.

Hot School Meals

The school purchases hot school meals for parents wishing their children to receive such meals from a local supplier. A charge is made for these meals payable weekly in advance.

Parents in receipt of Income Support, Disability Working Allowance or income-based Jobseekers Allowance are eligible to apply for free school meals.

Children in reception, year one and year two are eligible for Universal Free School meals so there is no charge.

Lettings – See Lettings Policy

Charges for the use of school premises for private hire are made in accordance with LA guidance for Lettings Fees. The School Business Manager has this guidance, which is available on request.

Clubs

If the school organises a Breakfast or After School Club, as these are extra-curricular, we do make a charge to cover the costs. These are available from the school office.