



William Gilpin Church of England Voluntary Aided Primary School

Charging and Remissions Policy

Approval	Board of Governors	Chairman	Melissa Ashcombe
Headteacher	Denise Williams	Ratification	Finance and Resources Committee 13/11/2025
Date of last review	November 2024	Date of this review	Nov 2025
Date of next review	Nov 26 (1 year)	Maintenance	Headteacher (DfE Guidance)

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the school.

The school day is defined as: 8.40am – 12 noon and 1.00pm – 3.10pm

Equality impact

The policy is cross-referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special educational needs and whistle blowing policies.

Who/what was consulted?

The policy has been informed by DfE and local authority guidance on charging for school activities.

Relationship to other school policies

The policy complements the school's equal opportunities and child protection policies.

Equality impact

This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies and that the information is available for parents:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day, which entail additional costs including transport, entry fees, guided tours. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as a museum, sport or theatre workshop to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example before and after school provision and clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely,

if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential

Charges will be made for board and lodging, except for pupils whose parents are in receipt of

- 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

School mini-bus

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge.

Parents who would qualify for support are those who qualify for the following benefits:

- 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance and Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

Date	Comments / Reviewed:
October 2020	Policy written by Susannah Roberts
Nov 2022	References to Covid removed
Nov 2023	No changes
Nov 2024	No changes
Nov 2025	No changes