



# Wood End Primary School

## Charging and Remissions Policy September 2024 – July 2025

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### ***Rationale***

This policy is written using the DfE guidance 'Charging for school activities' updated in May 2018. The premise is that schools cannot charge for education provided during the school day (including supply of books, materials or other equipment). Schools can charge for 'optional extras' such as after school clubs, and board and lodging on residential visits. Anyone wishing to view the full guidance can do so at <https://www.gov.uk/government/publications/charging-for-school-activities>.

### ***Voluntary contributions***

School visits/events are organised to enrich the curriculum and experience of the pupils, and parents are invited to make voluntary contributions to the cost of the school visit/event. If sufficient voluntary contributions are not received however, the visit/event may have to be cancelled. If a visit/event goes ahead, it may include pupils whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

Funding can be made available to support pupils who attract Pupil Premium funding; the Head Teacher will contact those families where appropriate.

If a parent/carer wishes their child to take part in a school visit/event, but is unwilling or unable to contribute, we will allow the pupil to participate fully in the visit/event. Parents have a right to know how each event is funded. This information will be provided on request.

### ***School Fund***

Parents are asked to make a voluntary contribution towards school fund of £3 per term. This money will be used to fund activities outside of the normal curriculum, such as Christmas Parties.

### ***Residential Visits***

When school organises a residential visit which provides education directly related to the National Curriculum, voluntary contributions are requested to cover the cost of the visit and transport. We will make a charge for the cost of board and lodging for the visit. Funding for this cost can be made available to support pupils who attract Pupil Premium funding as appropriate.

### ***School Meals***

School Meals are currently priced at a standard rate of £2.60 per day for those children in Key Stage 2 that are not entitled to free school meals. Families that believe that they may be entitled to free school meals should contact the school or Wolverhampton City Council for more details. The DfE introduced Universal Free School Meals in September 2014, for all children in Reception, Year 1 and Year 2, which means all children in these year groups can benefit from a free school meal.

**School Milk**

Milk is available to purchase on a termly basis, at £12 per term. Children under the age of five, and those entitled to free school meals do not have to pay for milk. Children will be expected to start paying for milk, should they require it, in the term after their fifth birthday.

**WoodE's Breakfast and After School Care**

We provide a before and after school club for the care of children outside of school hours. Sessions are currently priced at;

- £4 for breakfast club (£3 for children who attract Pupil Premium Funding)
- £7 for after school club (£4 for children who attract Pupil Premium funding)
- £7 for children who are not collected at the gate at 3.20pm.

For children that stay for an after-school sports club and then attend WoodE's afterwards, a charge of £7 will be payable.

Any children not collected from the school gate at the end of normal school time will be taken to WoodE's at 3:20 pm. Parents will be charged £7 for the use of WoodE's.

Children from other schools that use our after-school care are obliged to pay the following charge:

- £8 for after school club up to 5.30 pm.

Parents are obliged to contribute to the cost of paying staff overtime at £7.25 per fifteen minutes should they fail to collect their child at 5.45 pm.

A charge will still be made if a parent/carer does not cancel a pre-booked session as follows:

Breakfast Club	Previous day of booking
After School Club	2pm on the day of booking

Children will be refused admittance to WoodE's after the first case of non-payment of fees, until full payment is received.

**Activities Without a Charge****Music Tuition**

Some pupils receive music tuition as part of the normal school curriculum. No charge is made, but we ask parents to agree to pay for the cost of any damage to instruments whilst they are in the children's care. Parents may be asked if they would like to purchase their own instrument i.e. recorder.

**Swimming**

The school takes some pupils in Key Stage 1 swimming. This takes place during school time and is part of the National Curriculum. There is no charge made for this activity. We inform parents of when their child is due to take part in lessons.

### Extra-Curricular / After school activities

The school offers a wide range of extra-curricular activities, some during lunch time and some after school. There is no charge for these, and we do inform parents when these are taking place.

The Governors of Wood End Primary School agree that any activities to include school visits/events will be charged at cost price and no profit will be made at the expense of pupils/parents/carers.

### ***Other Charges***

Profits made from the sale of nearly new uniform; replacement of lost/damaged books; broken equipment; and broken instruments etc. will go into school fund and be used for the benefit of pupils throughout the year.

Benefits paid to the school for services undertaken by staff during school hours will be placed either in the main school budget or school fund i.e. student training.

### ***Charging for information***

Parents/carers have a right of access under the General Data Protection Regulation 2018 (UK GDPR) to information held about their child. Parents/carers are also able to request copies of information held in school or information from the school website. A charge may be made for providing copies of such information. Further information is available in the Freedom of Information Policy.

This Policy will be reviewed annually or in the event of changes or new guidelines being introduced.

**Signed:** \_\_\_\_\_ **Chair of Finance Committee**

**Date approved by Governors:** 27<sup>th</sup> June 2024

**Date of next review:** July 2025