



Preston & Wingham Primary Schools Federation



Learning together, we grow kind hearts  
and healthy minds.

# Charging and Remissions Policy

## APPROVAL & ADOPTION

This policy was formally agreed and adopted by the Governing Body on:

16<sup>th</sup> March 2026

Chair of Governors

Signed \_\_\_\_\_

Policy review date: March 2027

**Respect Inclusive Creative Hardworking**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy sets out our approach to charging and remissions and is informed by guidance provided by the Government.

It is our intention to ensure transparency in setting charges and that all pupils are able to access all of the provision on offer.

### **School Admissions**

The Act, prohibits any kind of charge relating to a student's admission to school, or of parents' ability to contribute in any way to the school, being considered.

#### **1. Visits designed to fulfil a statutory requirement (e.g. any requirements of the national curriculum, religious education)**

Education is provided free of charge during school hours. Charges will not be made for these Learning Outside the Classroom experiences including transport or Learning Outside the Classroom which is directly related to a statutory aspect of the National Curriculum.

- We may however, in both circumstances, ask parents to make voluntary contribution towards such learning but no pupil will be treated differently according to whether or how much their parents have contributed. Any voluntary request will not exceed the actual cost divided equally by the number of pupils participating.
- However, if sufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, the school reserves the right to cancel the visit.

#### **2. Class trips inside the Normal School Hours not deemed to fulfil a statutory requirement**

2.1 If 50% or more of the visit (including travel) is within the school hours (school hours do not include normal midday break)- the visit is deemed to be in school time. Therefore, no charges will be made for either activities or transport.

2.2 However, voluntary contributions may be requested from the parents for such trips but no pupil may be treated differently according to whether or how much their parents have contributed. Any voluntary request will not exceed the actual cost divided equally by the number of pupils attending.

2.3 If sufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, the school reserves the right to cancel the visit.

#### **3. Class Trips outside the Normal School Hours not deemed to fulfil a statutory requirement**

If 50% or more of the visit (including travel) is outside of the school hours (school hours do not include normal midday break)- the visit is deemed to be outside of school time. Therefore, the full cost of the visit may be charged, any remission of charges is at the discretion of the school/governors.

#### **4. Residential Trip- Deemed to be in School Time**

4.1 If the number of half day sessions are 50% or more of the number of half days taken up by the visit including travel, the visit is deemed to be in school time.

4.2 If the residential trip is deemed to be in school time, no charges may be made for either activities or transport. The actual cost of the board and lodging of a residential visit may be charged but must be remitted in full for families in receipt of specified 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
- Working Tax Credit
- Universal Credit -

4.3 However, voluntary contributions may be requested from the parents for transport but no pupil may be treated differently according to whether or how much their parents have contributed. Any voluntary request will not exceed the actual cost divided equally by the number of pupils attending.

4.4 If there are sufficient voluntary contributions towards the cost of the coach the trip will not take place.

The residential that both schools go on is an optional extra and can be charged as it is not part of the national curriculum and also a large part of the activities are outside of the school day.

### **5. Residential Trip- Deemed to be Outside School Time**

5.1 If the number of half day school sessions missed are 50% or less of the number of half days taken up by the visit including travel, the visit is deemed to be outside school time.

5.2 If the residential trip is deemed to be outside of school time, the full cost of the visit may be charged including transport. Any remission charges are at the discretion of the school/Governors.

### **6. Out of Hours Provision (Breakfast and Afterschool club)**

The school runs a breakfast and afterschool club know as at Preston Early Birds and OWLS and at Wingham Breakfast club and CASH.

#### **Preston**

Early Birds session run from 7:45- 8:40am and parents are charged at £2.50 per child, per session.

OWLS sessions run from 3:15- 5:30pm and parents are charged at £7.50 per child, per session.

#### **Wingham**

Breakfast club sessions run from 8- 8:45am and parents are charged at £2.50 per child, per session.

CASH club sessions run from 3:15/20- 5:30pm and parents are charged at £7.50 per child, per session.

Any remission of charges is at the discretion of the school/Governors. Charges for these sessions will be reviewed annually at the start of every financial year and any update in prices clearly advertised on the school website and communicated to parents.

Due to the high demand, days must be pre-booked for the term to secure your child's place.

Unfortunately, fees will be charged for all booked days irrespective of your child's attendance.

## **7. Swimming**

The school organises swimming lessons for children in Key Stage 2 at present this is offered to Y5 children who needed to achieve their swimming goals and then TOP up swimming for children who have not yet achieved the end of Key Stage 2 requirements. These lessons take place in school time and are part of the National Curriculum. We make no charge for this activity.

## **8. Music Provision**

Charges will not be made for class music tuition during school hours. Music tuition is offered by independent music teachers not employed by the school. Financial arrangements are between the parents and the provider.

## **9. Damage to Property and Breakages**

- Parents may be asked to pay the cost of any damage resulting from a pupil's misbehaviour.
- Parents may be asked to pay for a replacement of any lost or damaged materials in the care of the pupil.

Whether or not these charges will be made will be decided by the Executive Headteacher and dependent on the situation.

## **10. Remissions and concessions**

10.1 The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- 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
- Working Tax Credit
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt confidentially.

10.2 Pupils who are eligible for Pupil Premium but not entitled to free school meals, the school will give consideration to the remission of charges.

10.3 Pupils who are eligible for Pupil Premium, the school will give consideration to the remission of charges for Breakfast and Afterschool provision.

The Executive Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils; this will be determined by the Governing Body and Executive Headteacher.

## **11. Voluntary contributions**

The school and the Governing Body may ask for voluntary contributions to the school to fund activities that will enrich our pupils' education.

- There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.
- Where voluntary contributions are made, the total collected will not exceed the cost of providing the activity. Furthermore, no parent will be asked to subsidise the cost of other pupils who are unable to contribute; the cost of those pupils remitted from charging will be met by funds available to the school.
- In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents by the school. If the activity is cancelled all monies paid will be returned to parents.

## **12. Inability or unwillingness to pay**

We are committed to ensuring fair access and treatment of all pupils, and this means ensuring no child is excluded from an activity because the parents or carers of the child are unwilling to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

This policy is monitored by the Governing Body, and will be reviewed yearly.