



WIMBLEDON PRIMARY FEDERATION

CHARGING AND REMISSIONS POLICY

Approved: Chair of Governors

Executive Headteacher

Date:

Date

Next revision: November 2023

Introduction

This policy has been adopted to ensure that the Wimbledon Primary Federation complies with its statutory obligations in relation to charging for school activities, and in relation to requesting voluntary contributions from parents.

Aim

The aim of this policy is to set out the circumstances in which charges may be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions may be requested from parents.

Responsibilities

The Governing Body of the Wimbledon Primary Federation is responsible for determining the content of the policy and the Executive Headteacher and Heads of schools for implementation.

Prohibition of Charges

The Governing Body of the federation recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of religious education;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the schools' 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 provided in connection with an educational trip.

Charges

Following consultation with the Governing Body the Executive Headteacher or Heads of Schools may introduce a charge for the following:

- (a) board and lodging on any residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs.

Remissions

Children eligible for pupil premium will, in addition to having a free lunch entitlement, also be entitled to the remission of charges for all enrichment and school trips.

In all other cases in which there is a statutory entitlement to remission of any charges, the schools will provide details of the criteria for eligibility for remission at the time of levying the charge.

In exceptional social or medical circumstances, the schools offer full or partial remission of charges for a period of time on after school care and extra-curricular activities. Currently, some of the pupil premium income has been used for these purposes. The responsibility for determining the level of charges is delegated to the Heads of Schools.

Voluntary Contributions

Although the federation cannot charge for school-time activities, it may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further.

The Governing Body may request voluntary contributions from parents for any activity or provision organised for the benefit of children, provided the activity concerned is not one for which requests for voluntary contributions is prohibited by statute or under Merton LA policies.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If a particular activity cannot take place without some help from parents that will be explained to parents at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Heads of Schools.

In each case the purpose of the voluntary contribution will be to offset the cost of the activity or provision. In no case shall the voluntary contribution requested exceed the actual proportional cost of the activity or provision.