



## Westfield Community Primary School Charging and Remissions Policy

Monitoring/review cycle:	This policy will be reviewed every two years – next review September 2027
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Date:	Amendments:
September 2025	Summary of amendments made (minor/major) – if relevant: Minor: <ul style="list-style-type: none"> <li>• Nursery funding update in line with changes to how Early Education Funding can be used</li> </ul>

# Westfield Community Primary School

## Charging and Remissions Policy

### Aim

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

### Definitions

**Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the school

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** – letting to an organisation other than the school

**Remission** – where a charge is not payable, either in full or in part

**Sinking Fund** – a reserve put aside over a number of years to pay for major maintenance or renewal costs

### Charges

- (a) Board and lodging on residential visits (Charge – not to exceed 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) entrance fees
  - (v) insurance costs(Charges not to exceed costs)
- (c) Individual or group tuition in the playing of a musical instrument (Charge not to exceed cost of tutor)
- (d) Education, transport or examination fee unless charges are specifically prohibited (Charge not to exceed costs)
- (e) Breakages and replacements as a result of damages caused wilfully or negligently by pupils (E.g. lost reading books - £5.00)
- (f) Extra-curricular clubs and extended school care activities such as; breakfast club, after school club, and 'wrap around' nursery care (See list of charges)
- (g) Letting of the school premises or grounds (See list of charges)
- (h) Charges for materials or ingredients where the pupils wish to have the finished product (Charge not to exceed costs)

Consideration is given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary

- for lettings, charges are made half termly in advance. The charge should at least cover the cost, including:  
Services (heat & light)  
Staffing (security, caretaking & cleaning)  
Administration  
Wear & tear (sinking fund)

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school visits. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income.
- c) Income Related Employment and Support Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income.
- d) Eligible for Child Tax Credit but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. Please note: anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify.
- e) The Guarantee Element of State Pension Credit.
- f) Support under part VI of the Immigration and Asylum Act 1999;
- g) In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- h) Universal credit (provided you have an annual net earned household income of no more than £7400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) Educational Visits during the school day
- b) Artists or other professionals enriching the curriculum during the school day

The terms of any request made to parents will specify that it is 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.

### **Prohibition of Charges**

The School 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme -Wider Opportunities;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for 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 school 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

Emma Lote  
Headteacher

## Westfield Community Primary School Charges September 2025 – August 2026

Nursery Charges	Charge per Child – Payment is required half termly in advance so that staffing can be allocated and is non-refundable if your child is absent.	
Seedlings (2 year olds)	AM session - 8:40am to 11:40am PM session - 12:20pm to 3:20pm Lunch - 11:40am to 12:20pm Full school day - 8:40am to 3:20pm School care club - 7:40am to 8:40am 3.20pm to 5:45pm	£16.50 per 3 hour session £16.50 per 3 hour session *£6.00 per lunch session £37.00 including lunch £5.00 per day £10.00 per day
Acorns (3 year olds)	AM session 8:40am to 11:40am: PM session 12:20pm to 3:20pm: Lunch 11:40am to 12:20pm:	£12.75 per 3 hour session £12.75 per 3 hour session *£5.25 per day
Oaks (3 & 4 year olds)	AM session 8:40am to 11:40am: PM session 12:20pm to 3:20pm: Lunch 11:40am to 12:20pm:	£12.75 per 3 hour session £12.75 per 3 hour session *£5.25 per day
<p><b>* Early Education Funding (EEF)</b> can be used to cover the cost of Nursery care over the lunchtime break, if eligible hours are not fully utilised (15 or 30 hours) at Westfield or another provider. If EEF is used for the lunchtime care the cost of lunch is reduced to £2.80 per day.</p>		

Extra-Curricular Clubs	Charge per Child - Payment is required half termly in advance so that staffing can be allocated and is non-refundable if your child is absent.
3:20 – 4:20pm	£3.75 per day

School Care Club	Charge per Child – Nursery 3 year olds up to Year 6
7:40am – 8:40am	£4.00 including breakfast of cereal, toast and drink
3:20pm – 5:00pm	£6.00 including toast and a drink
3:20pm – 5:45pm	£8.00 including toast and a drink
	<b>Charge per Child – Seedlings 2 year olds</b>
7:40am – 8:40am	£5.00 per day
3:20pm – 5:45pm	£10.00 per day
<p><b>Late Collection Charges</b> School care club closes at 5.45pm. A penalty charge of £15.00 per child will apply after 5.45pm. Cancellation of places with less than 1 week's notice will incur a charge of £4.00 for breakfast club and £6.00 for after school club.</p>	

<b>Lettings</b>	Dance Studio: £20.00 per hour Hall: Price on application Football Pitches: £30.00 per match including 1 free training session £15.00 per additional training session Meeting Room: Whole Day: £100.00 Half day: £ 60.00 Per hour: £25.00 Refreshments: £1.00 per cup Photocopying: 3p per copy
<b>School Lunches</b>	Years R,1&2: no charge, funded by Universal Infant Free School Meal scheme
	Years 3,4,5,&6: £2.80 per meal payable via school payments portal

