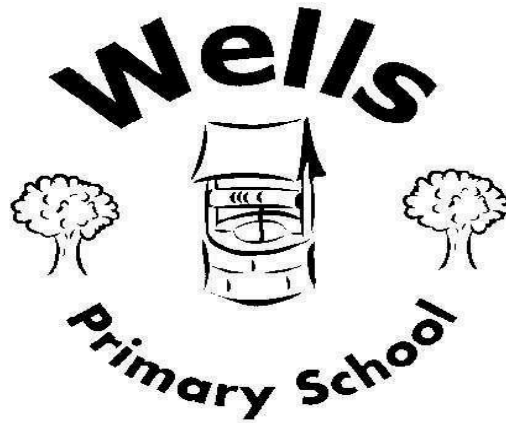


# Wells Primary School



## Charging Policy

Signed \_\_\_\_\_

Chair of Resources Committee

Reviewed by Resources Committee – 17th September 2025

To be reviewed by Resources committee – Autumn 2026

# Wells Primary School Charging Policy

## Introduction

This charging policy has been approved in accordance with s457 of the Education Act, 1996. Our aims are to:

- provide a wide range of opportunities and experiences that will enhance pupils' learning
- make activities and opportunities available to all
- provide opportunities and experiences that offer best value to the school and to parents/carers.

## Educational Visits

### Day Trips

Where applicable, a voluntary contribution may be requested to cover the cost of the trip. Pupils will not be left out of an activity because their parent/carer cannot pay. However, if sufficient funds are not collected, the trip may be cancelled.

### Residential trips - Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### Residential trips - Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- i) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## Examination Entries

The school does not pay any examination fees.

## Materials for Art, Craft and Design, and Design and Technology

In most cases, materials for Art, Craft and Design, Design and Technology will be supplied by the school. Occasionally, where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

## **Music Tuition**

At present, Redbridge Music Service arranges tuition and payment, directly with parents/carers for individual tuition. Class lessons are organised and paid for by the school.

## **Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

A charge will be levied for all other activities outside school hours including clubs and extra-curricular activities.

A reduction in charges for attendance at after school and breakfast clubs may be applied for children of staff members. The Headteacher will be responsible for deciding the level of discount to be applied on an annual basis.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it may be cancelled. The school will ensure this is made clear to parents/carers during the initial notification letter.

## **Nursery Additional Session Fees**

The additional session nursery fees will be calculated on a half termly basis in advance of a child starting the extra sessions. Fees will be reviewed every term and a month's notice will be provided of any changes. Parents not wishing to pay the revised fee will be required to give one month's notice to a member of the nursery team. Payment must be made in advance at the start of each half term. No refund will be given for sessions when a child is absent. A deposit of £50.00 will be charged to secure a nursery place.

## **Private Fees**

A standardised report will be made available to parents/carers for the purpose of a third party private assessment (e.g. Year 2 to Year 3 transition or Year 6 to Year 7 transition to an independent school) at a cost of £15 per report to cover the cost of administration. This may be waived for children eligible for Free School Meals at the discretion of the Head teacher or Governing Board.

A fee of £15 will be charged for the provision of any HMRC /government support documentation.

The school does not complete passport applications.

The school does not charge for the completion of 11+ forms.

## **Remissions Policy**

With the exception of charges for the Breakfast and After School Club and Nursery additional sessions (see Wells' Breakfast and After School Club Handbook), if the parent/guardian of a pupil is in receipt of income support, family credit, income based jobseekers' allowance (payable under the Jobseekers Act, 1995) or disability working allowance, charges in respect of board and lodging (s2), materials (s4), and activities outside school hours (s6) will be remitted in full – excluding activities provided by external providers.

The Headteacher, Resources Committee or Governing Board may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Resources Committee or Governing Board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **Dinner Money**

The full cost of dinners is passed onto parents. For children eligible for Free School Meals, no charge is made. Parents not eligible for FSMs are requested to pay in advance or on the day of dinners. Any debt will be chased. The dinner is a contract between ISS (school meals contractor) and parents; as such it is the responsibility of parents to ensure that there are sufficient funds in their child's account to cover a meal.

## Explanatory Notes

1. The charging policy should be re-considered each year.
2. The charging policy should be available on the website.
3. It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent/guardian of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act, 1995) or disability working allowance.
4. The charging policy is fully delegated to the Resources Committee
5. The statutory requirements only apply to charges made by a Governing Board or the LEA; they do not apply to charges to pupils or their parents/guardians made by other persons (e.g. travel firms).