The Schools of Woolton Hill

Charging & Remissions Policy

July 2026
Reviewed by Paul Davies
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Next Review: July 2028

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Policy Statement
The purpose of this policy is to set out the school's procedures for charging and remission for school activities and school visits. This policy has been devised in accordance with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

All education during the school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

The Governing Body recognises that many additional activities offered by the School play an important role in the educational development of children and, as such, continues to support and encourage their use in the future.

The school may charge for:

Materials, books, instruments, or equipment, where the child's parent wishes him / her to own them, or in the case of practical subjects, where parents have indicated in advance that they wish to own the finished product.

Optional Extras, which are defined as:
Education provided outside of school time that is not:
a) Part of the National Curriculum;
b) Part of a syllabus for a prescribed public examination that the
Pupil is being prepared for at the school; or
c) Part of religious education.

Parents, who agree to their child participating in an activity **outside** school hours, can be charged the total cost. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as they are made.

In calculating the cost of optional extras an amount may be included in relation to:
• Any materials, books, instruments, or equipment provided in connection with the optional extra;
• Non-teaching staff;
• Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
• the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not, in accordance with statutory requirements, include any

element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

• Transport (excluding that required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)

• **Board and lodging for a pupil on a residential visit**
We will charge pupils the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours, except where pupils are eligible for Free School Meals.

• **Music tuition.**
Music tuition is a paid arrangement between the music teacher and families. The school will use Pupil Premium to support disadvantaged pupils accessing music tuition.

Voluntary Contributions
The School may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body and head teacher will make it clear to parents that there is no obligation to make any contribution. The Governing Body feel it is important to note that no child should be excluded from an activity in the event his or her parents are unwilling or unable to pay and that all children will be given equal opportunity to participate in such events.

If insufficient voluntary contributions are raised to fund a visit or activity, then consideration will be given to cancelling the event. In that instance, refunds will be provided to those parents who have made a voluntary contribution.

In the event a child is unable to attend a trip/event for which a voluntary contribution has been paid, the school will not be able to issue a refund.

Residential Visits
The Governors will support those residential activities that the head teacher deems to be of good educational value and which complement the curriculum.

The Governors will continue to charge for board and lodging as specified by the 1996 Act. Parents will be asked to make a voluntary contribution to cover the cost of travel and any other costs or services provided.

Parents who can prove they are in receipt of the following benefits may be entitled to make remission of board and lodging charges:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190
- Guaranteed element of State Pension Credit
- Working Tax Credit run – on eligibility
- Universal Credit
- Further qualification
- Children for whom the school receives Pupil Premium funding

Parents who feel they fall into one of these categories should contact the Head teacher to discuss the situation. Any information supplied will be kept confidential.

Music Tuition

In accordance with The Education and Inspections Act 2006 charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons and make a charge for these lessons directly to parents. Parents in receipt of state benefits may be exempt from payment. We give parents information about additional music tuition at the start of each academic year.

Educational Day Visits/Off-Site Activities

If funds are required to cover the costs of such activities, it will be suggested that parents make a voluntary contribution and the amount will be specified.

Swimming

The school organises swimming lessons for Year 3 and 4 children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take in part in swimming lessons. We may charge parents for the transport to swimming.

School transport

We normally charge travel costs if the children are transported to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip and not to make a profit.

Breakages

The Governors reserve the right to ask parents to contribute towards the cost of replacing items incurred as a result of breakage, loss of, or damage to, books, windows, equipment and materials, other than normal fair wear and tear.

Debt Management:

The school has no facility to carry debts. If debts are incurred, then the school has to use its budget to pay for them. This means that money, which should be spent on children's education, is used to pay for debts incurred by parents/carers not paying.

Individuals or organisations that have previously defaulted on payments to the school will not be allowed further credit facilities. Where payments are regularly or consistently paid outside of the terms of supply, credit facilities will be withdrawn; please note that this includes credit for school dinners, breakfast club attendance and residential trip payments.

When debts exceed £50 parents will be contacted by the school and asked to make payment. Where dinner debts exceed £100 the school will discuss the withdrawal of the hot meal service. Pupils would be expected to bring home packed lunch.

The school will work closely with parents in working out a form of payment plan to help resolve any arrears. However, where no attempt is made to clear the debt we may be required to pass the debts to either Hampshire County Council Legal Team or a debt management company.