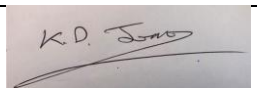
Walton Priory Middle School

Charging and Remissions Policy

Date Of Approval	November 2026	**Next Review Date**	November 2027
Approved by	Full Governors	**Signed**	

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. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

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

Prohibition of Charges

The Governing Body of the School recognise 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 school's 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;
- transport provided in connection with an educational trip

Charges

The governing body intends to charge for the following:

(a) board and lodging on 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) entrance fees
    (v) insurance costs
(c) individual or group tuition in the playing of a musical instrument (managed through Entrust SLA)
(d) re-sits for public examinations where no further preparation has been provided by the school
(e) costs of non-prescribed examinations where no further preparation has been provided by the school not exceeding the cost incurred
(f) any other education, transport or examination fee unless charges are specifically prohibited not exceeding the costs incurred
(g) breakages and replacements as a result of damages caused wilfully or negligently by pupils not exceeding the costs incurred
(h) extra-curricular activities and school clubs if additional cost is incurred by the school
(i) letting of the school premises or grounds on the basis of an hourly rate and including janitorial and administrative time.
(j) extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" provision to cover costs incurred as specified by the particular provider
(k) charges for materials or ingredients where the pupils wish to have the finished product not exceeding the costs of the materials
(l) cost of transport to take part in work experience

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- cases of financial hardship including pupils identified as Targeted FSM and individual cases considered jointly by the Governor responsible for Finance, and the Headteacher;
- 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 the charge for profit making organisations should at least cover the cost, including:
  Services (heat & light)
  Staffing (security, caretaking & cleaning)
  Administration
  Wear & tear (sinking fund)

Remissions

Children, identified as Targeted FSM, will also be entitled to the remission of charges for board and lodging costs during residential school trips, given that it is not always possible to deduct this element from total costs of services provided as a rule of thumb a voluntary contribution of half will be asked for on most residential trips. A voluntary contribution of half the full amount will be asked for most other trips/ visits. For any trips held outside of the school day or term no remission will be granted and full payment will be requested rather than a voluntary contribution.
The School reserves the right to ask for 100% of the cost / voluntary contribution in some cases where it would not be financially possible to subsidise the cost of the trip/visit.

50% remission of charges for music tuition will be granted (where music tuition is provided) for those identified as Targeted FSM. This applies to one instrument only.

In cases of hardship a discretionary grant of £50 towards school uniform may be provided upon parental/guardian application.

Lettings costs may be waived or reduced for non-profit making organisations or those that work in close collaboration with the school to the benefit of the pupils

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

a) Educational visits beyond the classroom
b) Everyday writing equipment
b) Costs for guest speakers
c) Materials / ingredients required for school projects if the end product is to be taken home by the pupil(s)

The terms of any request made to parents will specify that the request 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;
b) that should the amount of voluntary contributions fail to cover the cost of the trip or activity, the school reserves the right to cancel the trip/visit;
c) 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.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

The governing body recognises that the school subsidises the costs of trips/visits for many pupils and therefore should the total of the voluntary contributions ever exceed the final cost of the trip/visit the governing body will ringfence the amount in the budget to help subsidise the cost of future trips/visits.

Charges from September 2026

Chargeable Item	
Peripatetic music lessons in school day (when offered)	Cost determined by cost of service level agreement with provider.
Field	£100 per hour + site supervisor time if required
Playground	£60 per hour + site supervisor time if required
Classroom	£60 per hour + site supervisor time if required
Gym / Hall	£60 per hour + site supervisor time if required
Food Technology Lab	£100 per hour + site supervisor time if required
Site Supervisor during working day where required. Evenings (past 7.15pm) Saturdays Sundays	£16 per hour £24 per hour £32 per hour £32 per hour
Photocopying per sheet	12p/15p (A4/A3)

Where applicable, VAT, at the current rate, will be charged on room hire.

The Board of Governors reserve the right to offer a reduced price or waive fees in some circumstances where a significant benefit to the school community is offered. All charges are agreed between both parties prior to any letting activity takes place. The responsibility for determining the level of waiver or reduction is delegated to the head teacher but will be reported to the Governing Board.