

WELFORD ON AVON PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

AUTUMN 2025

CHARGING AND REMISSIONS POLICY

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DFE guidance

Definition

The school day is defined as: 8:55 am – 3:25pm. The midday break does not form part of the school day. We are closed for all school holidays, teacher training days and bank holidays.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy every year.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his / her parents cannot or will not contribute. [If insufficient funds are available it may be necessary to curtail or cancel activities].

Voluntary Contributions

The School or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity / trip will be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents / guardian / carers either unable or unwilling to pay.

Optional activities outside of the school day

We charge for optional, extra activities provided outside of the school day, for example, art club etc. These activities are kept at a low cost and financial restraints will not prevent children from attending. We issue the costs to parents in advance and offer financial support when required. Costs cover staffing cover and external agencies fees and administrative charges.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents / carers.

When there is a reasonable difference between contribution and cost, this will be covered by school fund. The school reserves the right to cancel.

When an activity is proposed, parents will receive written notification and will be asked whether or not they would be prepared to make a voluntary contribution. If, following receipt of response forms, the activity can go ahead. The letter will include:

- Details of the activity including venue, date, times, programme for the day and any special arrangements (clothing etc)
- The amount of the voluntary contribution requested and details of what is covered (eg. admission).
- The option to pay in installments, if appropriate (eg. residential trip).
- An invitation to parents with financial difficulties to speak to the Headteacher
- No refund can be made whether through change of mind or illness.

Music Tuition Speech and Drama

Although the law states that all education provided during school hours must be free, music and speech and drama lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

Swimming Leisure Centre

The school will not charge for the cost of swimming tuition but parents will be asked for a voluntary contribution towards the transportation to the Leisure Centre and the cost of other activities such as trampolining and rock climbing, should these be offered.

Prior to the commencement of this activity, parents will receive written notification and will be asked whether or not they would be prepared to make a voluntary contribution. If, following receipt of response forms, the activity can go ahead and a letter will be sent to parents outlining the voluntary contribution details (as above).

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents / guardian / carers either unable or unwilling to pay.

Nursery

All children receive either 15 or 30 hours funded education each week from the term after their third birthday.

However, under “Community Facility Powers” children can now start accessing additional nursery provision earlier. This is not funded and therefore there will be a charge for this facility. Any unfilled free places will be offered to nursery parents as additional sessions.

Funded hours are to be taken during the school day (8.55am to 3.25pm) only. Parents have access to book into our Wraparound sessions (breakfast and afterschool club) but these are chargeable and not included in your funded hours.

<u>Nursery School Day</u>		
Morning Session	08.55 – 12.55	£19.00
Lunch		A hot school lunch is charged at £3.20 per day. Paid for via ParentPay. Or you can provide a packed lunch.
Afternoon Session	12.55 - 15.25	£16.00

Additional Paid sessions

- Subject to availability, ad hoc sessions may be booked. These will be invoiced and paid via ParentPay
- Should a payment be late, a late fee will be charged.
- Payments will be made using ParentPay or iPal. Login details will be issued in September.

Wraparound Care (Breakfast and Star Club)

Pupils can attend Wraparound which runs before and after school. These sessions are not part of your funded hours.

Costs

Breakfast Club (includes cereal or toast / crumpet)	8.00am - 8.55am	£7.50
After School Session 1 (includes a snack & drink)	3.25pm - 4.30pm	£7.50
After School Session 2 (includes a light tea)	4.30pm - 6.00pm	£9.00

- No refunds can be made whether through change of mind, illness, or booked for the wrong date etc, if less than seven days notice.
- Over the seven days you can make changes.
- Bookings close seven days prior to the booking date.
- Late pick up fees apply.

Costs will be reviewed annually.

- Late payments will need to be made within seven working days; failure to do so will result in that optional child care place being withdrawn. A late fee may be charged.
- Payments will be made using ParentPay or iPal.
- No refunds can be made whether through change of mind, illness, or booked for the wrong date etc.
- If a child moves into the catchment area during the school year and requires a free nursery place, it may be necessary to withdraw a payment session.
- Half a terms notice will be required to withdraw from the paid place. Exceptional circumstances will be considered.

After School Clubs

Pupils have the option to attend a wide range of after school clubs. These clubs run from 3.25pm and finish at 4.30pm. A club list is sent out to parents before the start of every term and places can be reserved. The cost of the club can vary depending on resources and staff needed to run the club. School staff are paid to run the club and external staff are paid directly but are subject to a 10% administrative charge of their takings.

Parents with pupils who receive Pupil Premium or with financial difficulties will be approached by the Headteacher to offer support. Pupil Premium money will be used to cover the costs of these clubs following assessment of the pupils needs.

Please contact the school office for further information.

Signed..... (Chair of Governors)

Signed..... (Headteacher)

Date.....