



Walkeringham Primary School

Charging and Remissions Policy

Reviewed: Spring 2026
Next Review Date: Spring 2027

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out Walkeringham School approach to charging and remissions and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the School premises.

1. Admissions

No charge will be made for admission.

2. School meals

No charge will be made for pupils entitled to free school meals, or for any child in Reception, Year 1 and Year 2.

We will charge all other pupils an amount determined by the local authority, which in **January 2025 is £3.16.**

3. Activities for pupils that take place during school hours

(School hours are those when school is actually in session and do not include the break in the middle of the school day).

No compulsory charge will be made for activities provided during school hours (with the exception of music tuition – see section 7).

No charge will be made for transport during school hours e.g. to swimming.

A charge will be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.

4. Activities for pupils that take place outside the school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

- a) A necessary part of the curriculum
- b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) Part of the school's basic curriculum for religious education

Optional extras

We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions), will be set annually on the recommendation of the Headteacher and the Curriculum and Personnel Committee.

Costs we can legally recover are as follows:

- a) Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- b) Non-teaching staff
- c) Any materials, books, instruments or equipment provided in connection with the optional extra
- d) Transport to an activity outside school hours

5. Activities that take place partly during school hours either on or off site (non-residential)

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 3.

If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 4.

6. Residentials

Residentials are classified as being within school hours if the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Board and lodging

We will charge pupils an amount up to 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 legally entitled to remission. In such cases no charge will be made for board and lodging (see section 11 of guidance for details of legal entitlements for remissions).

Travel

If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought.

Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

Activities on residential

If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see Section 4).

7. Music tuition within school hours

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.)

No charge will be made for the first programme in which the whole class engages with the KS2 programme of Instrumental and Vocal tuition (Wider Opportunities). This includes instrument hire, music books etc.

No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the specialist music service, or the Head Teacher and the Curriculum and Personnel Committee and will vary depending on the size of group, length of lesson and type of instrument.

Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 10 as well as in certain other circumstances in order to ensure specialist music tuition is accessible and affordable for all children.

8. Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays if appropriate), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body and in accordance with any requirements set by the local authority where it is subsidising the provision.

9. Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head Teacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.

10. Remissions and concessions

We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible by Nottinghamshire County Council.

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, as advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.

11. Voluntary contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently for those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

12. Debt Management Policy

Our Debt Management Policy is such that all Parentmail balances should be paid weekly and a reminder will be sent. Should your Parentmail account hold a balance of £10 or below you will be sent a reminder weekly from Parentmail to say your account balance is running low. This covers school dinners, breakfast club, tea time clubs and after school clubs. This is just to make parents aware that their child/children's Parentmail account may need topping up if they envisage use of school dinner, clubs etc over the coming days. If your account falls into a negative balance of £10 we will then issue a formal letter asking for this debt to be cleared prior to your child/children receiving any further school meals (you would need to provide a packed lunch for your child), attending clubs, after school activities etc.

Activity	Cost	Provider	Frequency
Breakfast club	£3/child per session	Walkeringham School	Daily 7.50-8.50am
Breakfast Club Drop-in session	£1/child per session	Walkeringham School	Daily 8:30-8:50am
Tea Time Club	£3/child/ per hour	Walkeringham School	Mon-Thur 3.30-5.30pm
After School Clubs	£3/child/per session	Walkeringham School	Dates and clubs to be confirmed 3.30 - 4.30pm