

WORMLEY C of E PRIMARY SCHOOL (VC)

Have Faith, Show Respect, Take Responsibility and Achieve



CHARGING AND REMISSIONS POLICY

Last reviewed Spring 2026
Next review Spring 2029

Introduction

The Governors believe that activities such as educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of charging for school activities, which allows the school to ask for voluntary contributions from parents to support such activities. This charging policy reflects the terms set out in s457 of the Education Act 1996 and the guidance provided by the [DfE](#) (2018).

Wormley CofE Primary School can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras;
- music and vocal tuition, in limited circumstances;
- certain early years provision (pre-school, additional 15 hours);
- community facilities.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

1. 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.
2. examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
3. transport (other than transport that is 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);
4. board and lodging for a pupil on a residential visit;
5. extended day services offered to pupils (for example breakfast club, after-school clubs).

Voluntary Contributions

The school may request or invite parents to make a contribution towards the cost of the trip/activities, including the cost of transport. If the activity cannot be funded without voluntary contributions, parents will be notified from the outset. Pupils will not be excluded from activities if their parents have not been able to make a voluntary contribution. If insufficient voluntary contributions are raised to make the trip/activity viable, then the activity will be cancelled and redeemable funds returned. All requests for voluntary contributions will emphasise their voluntary nature.

Residential visits

School cannot charge for:

- education provided on any visit that takes place during school hours;

- education provided on any visit 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for:

- board and lodging however the charge must not exceed the actual cost. A discount of up to 50% is available for pupils whose families receive free school meals.

Music Tuition

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

No charge is applied to a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989). A discount may be available for pupils whose families receive free school meals. <http://www.hertsmusicservice.org.uk/remission/>

Damage or loss of Property

A charge may be levied to replace or repair property if it is lost or damaged as a result of neglectful or wilful anti-social behaviour. The charge is at the discretion of the Headteacher and the Governing Body and will not exceed the cost of replacement or repair.

This may extend to property belonging to a third party, where the cost has been recharged to the school.

Breakfast & After School Clubs

A charge is made to parents of children attending breakfast and after school club. See a link on the school website for more details <http://wormleyprimary.co.uk/after-school-club/>

Preschool

Parents of children attending the Pre-school pay for sessions. There is funding available for 2 & 3 year olds. See website for further information <http://wormleyprimary.co.uk/preschool/>

30 hrs Provision

Wormley CofE Primary School offers 30 hour provision for children of parents who require this. These sessions are available to all nursery children, whether funded (via 30 hours entitlement) or for a fee. See [website](#) for further details.

Remissions Policy

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- 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 Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

Parents of children who are eligible for Free School Meals or Pupil Premium may be entitled to financial support with school events or activities. More information about eligibility of Free School Meals trips can be found at <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>

Parents should speak to the Headteacher in confidence to discuss remissions and reductions. The Headteacher will apply this policy consistently and fairly. The Headteacher may ask to see evidence to meet the criteria but will not keep copies of any documentation.

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