



'Let your light shine' - Matthew 5:16

Whitley Memorial C of E Primary School

Charging and Remissions Policy

Date policy last reviewed: December 2025

Signed by:

A blue handwritten signature, possibly reading 'S.R.', written over a horizontal line.

Headteacher

Date: December 2025

A blue handwritten signature, possibly reading 'h.r.t.', written over a horizontal line.

Chair of Governors

Date: December 2025

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Statement of Intent

Whitley Memorial C of E Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances. The school has established this policy to ensure that no child is discriminated against in accessing school trips, activities, or educational extras.

In addition, the school is committed to adhering to legal requirements regarding charging for school activities and to meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available when requesting contributions for school visits.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance, including:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) *Charging for school activities*
- DfE (2020) *Governance handbook*

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

Charging for Education

The school will **not charge** for:

- Admission applications.
- Education provided during school hours, including the supply of materials, books, instruments, or other equipment.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination, or part of RE.

The school **may charge** for:

- Materials, books, instruments, or equipment where parents wish their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

Optional Extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination
 - Part of RE
- Transport, except where required to take the pupil to school or premises arranged by the LA.
- Board and lodging for a pupil on a residential visit.

When calculating the cost of optional extras, the school may include:

- Materials, books, instruments, or equipment related to the optional extra.
- Buildings and accommodation costs.
- Non-teaching staff costs, including TAs.
- Teaching staff costs under contracts solely to provide optional extras.
- A proportion of teaching staff costs for vocal or instrumental tuition when it is an optional extra.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. Supply teacher costs will not be included.

Participation in optional activities is based on parental choice and willingness to pay.

Voluntary Contributions

The school may request voluntary contributions for school activities or improvements.

- Parents will be informed if activities depend on voluntary contributions.
- No pupil will be excluded from an activity if their parents cannot or do not contribute.
- If voluntary contributions do not meet costs, and no alternative funding is available, the activity will be cancelled.

Music Tuition

Instrumental and vocal music tuition may incur charges under the **Charges for Music Tuition (England) Regulations 2007**.

- Charges will apply for pupils using school-provided instruments for maintenance, as per the published scale.
- Tuition costs may apply if requested by parents but will not exceed the actual cost of providing the tuition.
- Pupils eligible for pupil premium funding may receive abatements.

No charge will apply for tuition under the first access to the KS2 Instrumental Tuition Programme or where music tuition is part of the national curriculum. No charge will be made for Looked-After Children (LAC).

Damaged or Lost Items

The school may charge parents for the cost of replacing items damaged or lost due to pupil negligence or poor behaviour. Charges will not exceed the replacement cost. In cases of financial hardship, the school may waive charges.

Remissions

The school will set aside funds to assist families experiencing financial difficulty in sending their children on visits and activities.

- Assistance is needs-based and subject to availability.
- If full funding cannot be met, the trip or activity will be cancelled.

Parents should contact the office via **admin@whitley.northumberland.sch.uk** to request assistance.

This policy is reviewed annually.