

Upton Westlea Primary School

Charges & Remissions Policy



Approved by staff: November 2023

Signed: K Carruthers

Approved by Governors: November 2023

Signed: L Dalton

Review Date: November 2026

Statement of intent

Upton Westlea Primary is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

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

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Upton Westlea Primary School believes that learning outside the classroom makes an invaluable contribution to the education of young people. All pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

Below is a list of activities for which charges may be made:

1. Activities outside school hours

Activities such as Before and After School clubs which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours.

We will **not** charge for Education provided outside of school time that is:

- Part of the national curriculum
- Religious Education.

2. Residential Visits

Accommodation, transport and activity costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions section below) may not be charged for accommodation costs.

3. Music Tuition

Music tuition for individual pupils or small groups including any associated materials, books, instruments, or equipment, where a parent wishes their child to own them.

The charges **will not** exceed the cost of the provision, including the cost of the staff providing the tuition.

4. Swimming Lessons

Payments are requested to cover the cost of transporting children to the swimming pool.

5. Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

6. School Trips

Voluntary contributions are requested for school (day) trips that take place mostly in school time as schools are not allowed to charge for them. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the head teacher's discretion as to whether a refund is given to parents. The head teacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the head teacher's discretion as to what happens with the parental contributions for the trip. The head teacher will discuss options with the governing body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel their place on a trip, it is at the head teacher's discretion as to whether a refund is given to parents. The head teacher will consult the governing body on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the head teacher's discretion as to whether a refund is given to parents. The head teacher will consult the governing body on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

7. Remissions

In order to remove financial barriers from disadvantaged pupils, some activities and visits will be offered at no charge or a reduced charge for parents who are in receipt of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190.
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

These criteria usually relate to the family being eligible for free school meals (excluding universal free school meals for KS1 children).

In addition to assist all parents, we aim to provide as much advance notice as possible regarding school trips, especially residential visits. Payments can also be accepted in instalments on request.

To request assistance, parents should contact the school office on Tel: 01244 667880 or email: admin@uptonwestlea.cheshire.sch.uk