



## Windsor Park C.E. Middle School

*Learning for Life*

*"Teach me good judgement and knowledge"*  
*Psalm 119:66*

## Charging and Remissions Policy

Author:	L Wilbraham-Jones
Date of Issue:	November 2024
Review cycle:	Autumn Term2

RESPECT *'clothe yourself with compassion, kindness, humility, gentleness and patience'*

RESILIENCE *'I can do anything through Christ who strengthens me'*

RESPONSIBILITY *'for God gave us a spirit not a fear, but a power and love and self-control'*

## OUR VISION

### Learning for Life

“Teach me good judgement and knowledge”

*Psalm 119:66*

**As an inclusive Church of England school, who aim to provide transformational experiences for all God’s children within our care, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms encouraging pupils and staff to live life in all its glory and flourish.**

## OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: ‘teach me good judgement and knowledge’ Psalm 119:66*
- 4. Foster respect for all God’s children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils’ and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

**We aim:** To promote and provide activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

**The Governing Body** recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social educations.

## **Aim**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

## **Responsibilities**

The Governing Body of the school are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and/or Governing Body.

## **Definitions**

**Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the school.

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends.

**External Lettings** – letting to an organisation other than the school, please see separate Lettings Policy.

**Remission** – where a charge is not payable, either in full or in part.

## **Prohibition of Charges**

The Governing Body of the school recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

- education provided on any trip 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

## **Charges**

- (a) board and lodging on residential visits (not to exceed the costs).
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) support staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument with the exception of those pupils who may be considered for funding as per the Pupil Premium or Pupil Premium Plus Policy.
- (d) re-sits for public examinations where no further preparation has been provided by the school.
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school.
- (f) any other education, transport or examination fee unless charges are specifically prohibited.
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (h) extra-curricular activities and school clubs with the exception of those pupils who may be considered for funding as per the Pupil Premium or Pupil Premium Plus Policy.
- (i) Letting of the school premises or grounds, with the exception of charitable organisations which may be considered by Governors.

- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision.
- (k) Charges for materials or ingredients where the pupils wish to have the finished product.
- (l) Cost of transport to take part in work experience.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school’s budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear (sinking fund)

## **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips, this currently equates to one third of the cost of the trip. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker’s Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Pupil Premium and Pupil Premium Plus in line with Pupil Premium Policy.

## **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) Curriculum visits
- b) Non-Curriculum visits
- c) Field Trips

- d) Activity Week
- e) External providers in school delivering workshops etc

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; but will not go ahead if not enough funds are contributed.
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

#### Current Table of Charges

Item	Cost	Review Date
School badge	£3.00	November 2025
Gum shield	£2.50	November 2025
DT apron	£4.50	November 2025

#### Catering Charges

Item	Cost	Review Date
Breakfast bread goods	50p-£1.75	November 2025
Drinks	£1.00 - £2.00	November 2025
Slushies	£1.00 - £2.00	November 2025
Meal Deal	£2.90	November 2025
Sandwiches	£1.35	November 2025
Cakes/ Biscuits/ pudding (hot)	75p	November 2025
Pasta Pot	£2.35	November 2025

#### Wraparound Care

Session	AM or PM	Review Date
1 x session	£5.00	November 2025
3 x sessions	£13.50 per day	November 2025

These charges are reviewed on an annual basis in line with inflation costs to the school.