



Charges and Remissions

This aim of this policy aims to promote robust, clear processes for charging and remissions by clearly setting out types of activity that can be charged for and when charges will be made.

Document History

Version	Version Date	Author	Summary of Changes
V1.0	29.01.2026	T Evans	Policy updated. Reviewed and approved by Local Academy Committee.

*The Vision of the Staff, Pupils and Governors of
Windsor Park C.E. Middle School*

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.

Learning for Life

*“Teach me good judgement and knowledge”
Psalm 119:66*

This policy was approved as follows:

Approver:	WPMS LAC	Date:	
Owner:	Windsor Park CE Middle Schl	Version:	V1.0
LAC adoption date:	Spring 2026	Review frequency:	Every two years
Status:	Statutory	Next review date:	Spring 2028 (unless there are any prior changes)

This policy applies to pupils, parents/carers and staff.

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The local academy committee

The local academy committee has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.

The local academy committee also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Business Manager.

4.2 Executive Headteacher

The Executive Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Executive Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the local academy committee or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Overhead costs

- 1.29% + 20% VAT charge to cover for Arbor Pay service charges (charges will be included in the total cost of each visit). Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- 25p per pupil to cover for insurance costs (charges will be included in the total cost of the visit).

6.2 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.3)
- Music and vocal tuition, in limited circumstances (see section 6.4)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.3 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or local academy committee has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.4 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.5 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.6 School meal debt

School lunches are paid via Arbor. The price of a school 'set' meal is £3.20. If a parent genuinely forgets to ensure adequate funds are available on their child's account, catering staff may grant a debt allowance. A school meal will also be provided if a child arrives in school without a packed lunch. The school will charge the child/parent for this lunch. Parents are advised of the 'debt' and are asked to reimburse the catering provider.

If payment has not been made by the end of the week a phone call/ text message is made to the parent/carer to request immediate payment.

If payment is still not received within 5 school days, then the parent/carer will be informed that the matter will be referred and recovery action may be pursued. However, for any child where it is known that there is outside agency involvement and/or family difficulties, escalation measures will be determined by the Executive Headteacher. The decision and rationale for determining what actions may or not be taken will be recorded appropriately for audit purposes and reported to governors accordingly.

Governors have decided on the following policy regarding unpaid meals:

A meal will be served until the arrears reach 10 meals / 2 weeks after which point a basic meal (sandwich) only will be provided to pupils where the parent has not paid. *It should also be noted that this may be deemed as a safeguarding concern and as such the relevant agencies will be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.*

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Curriculum visits
- Non-Curriculum visits
- External providers in school delivering workshops etc.
- Musical events
- Transport costs
- Sport activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

The costs of any optional extras undertaken by any pupil whose parents 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 Executive Headteacher/Business Manager.

8. Activities and Items we charge for

- The school may charge for activities such as breakfast, after-school and sports clubs.
- For regular activities, the charges for each activity will be determined by the local academy committee and reviewed each year. Parents will be informed of the charges.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.

- Letting of school premises and grounds. For lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the local academy committee and will depend on the activity in question.

9.1 Remissions for residential visits

Charges will be waived or reduced for parents whose children are entitled to receive Free School Meals.

In addition, the school receives pupil premium funding for children who have been eligible for free school meals at any point within the last six years.

At Windsor Park, we use a proportion of the pupil premium funding we receive to support our intention of redressing the balance of deprivation experienced by those children, whose economic circumstances are such, that they may experience challenge in accessing the same educational and enrichment opportunities as those afforded to other children. We believe that valuable enrichment opportunities such as experiencing an outdoor residential visit should be accessible for all our students.

To ensure all identified pupil premium pupils and those in receipt of free school meals, have access to a wide range of new and challenging enrichment opportunities, and are able to participate in school visits which are part of the curriculum, pupils will be entitled to the remission of charges for the following:

- *Accommodation and meal costs in relation to Year 6 residential school visits.*
- *One school visit per academic year which is part of the curriculum*

Subsidised funding may also be available under the same criteria for the following:

- *Additional school visits that are organised to enrich the educational experience of the pupils.*
- *KS3 residential visit – limited to one over the two years in KS3*
- *lunchtime or after school clubs where a charge is made by an external provider*
- *uniform*

The amount of the subsidy for any of the above activities is not guaranteed and will depend on:

- **The number of eligible pupils**
- **The requirement of the individual child**
- **The amount of funding the pupil has already received/been allocated for extra-curricular activities.**

10. Monitoring arrangements

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

At every review, the policy will be approved by the local academy committee.

Letting Charges		
<p>If the site is to be used for community activities during the hours from 7.30am until 6.00pm (a normal school day) which benefit the pupils and/or the parents of the school directly, then the Executive Headteacher or Business Manager have the discretion to waive any applicable charge.</p> <p>Charges may be waived if there is a reciprocal arrangement in place which will benefit the pupils of the school and if this is the case, then an additional clause will be inserted on the lettings agreement forms.</p>		
Area of letting	Monday – Friday	Saturday – Sunday
Playing Field	£25.00 per hour £50.00 per day	£25.00 per hour £75.00 per day
Outside provider wishing to organise activities during the school holidays mainly for participation of pupils from Windsor Park and/or Dove and/or its feeder schools	£55.00 per morning or afternoon session	£55.00 per morning or afternoon session
Innovate2Educate Partnership for meetings and training events	No Charge	No Charge
Sports Hall	£25.00 per hour	£25.00 per hour
Classroom / Meeting Room in School Building during normal school opening hours	£15.00 per hour	
School Building – multiple rooms	£55.00 per hour	£55.00 per hour
<p>With high energy costs the schools may find the hourly rate based on the above formula proves to be a deterrent to hirers. In promoting use of its facilities, the schools may wish to encourage large-scale or multiple use and the possibility of limited lettings to parts of the premises, which can be zoned.</p> <p>Charges for any other lettings not falling into any of the above categories would be charged at the discretion of the Executive Headteacher and/or Business Manager and reported to the Joint Management Committee.</p>		

Music Fees Payment Schedule	
AUTUMN TERM	£139.50 (£93.00 for a term's lessons and £46.50 deposit)
SPRING TERM	£93.00 for a term's lessons
SUMMER TERM	£46.50 (£93.00 for a term's lessons minus refund of £46.50 deposit)

Charges	
School sew-on badge for blazer	£3.00
Gum shield	£2.50
D&T Apron	£4.50
Breakfast Club – including breakfast	£5.00 per session

Catering Charges	
Breakfast Items	£1.10 - £1.50
Break-time Items	£0.60 - £0.70
Drinks	£1.00 - £1.50
Meal Deal main; dessert; water or squash	£3.20
Main meal only	£2.80
Sandwich / Wrap	£1.80
Ice cream pot or Cake	£1.00
Fruit or Yogurt	£0.50

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