WESTFIELD SCHOOL

Charges & Remissions Policy

Date Produced	May 2018
Reviewed	February 2026
To be Updated	February 2028
Reviewer	Zoe Burge & Nicki Gilbert

Introduction

Westfield School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the Department for Education (DfE) and sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in maintained schools in England.

Aims

This policy sets out:

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

Definitions

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

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In Westfield school, responsibility for approving the charging and remissions policy has been delegated to the Resource Committee and the School Business Manager.

The headteacher

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

Staff

Westfield staff are responsible for:

- Implementing the charges and remissions policy consistently

Parents

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

Where charges cannot be made

Below we set out what the school cannot charge for:

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 curriculum
    - 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

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 governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

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 curriculum
    - Religious education

Where charges can be made

Below we set out what the school can charge for.

Education

- Community facilities accessed in addition to swimming lessons eg gym membership, public swim

Optional extras

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

- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs etc.)

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

- The cost of buildings and accommodation
- Non-teaching staff

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.

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

Residential visits

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

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:

- School trips
- Food technology ingredients that create meals taken home to eat.

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 will be cancelled.

Remissions

In some circumstances the school may not charge for items or activities set out in previous sections of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Westfield Sixth form students attend an annual residential visit. Parents of sixth form students who can prove they are in receipt of certain of the following benefits will be exempt from paying the full cost of board and lodging residential visits. They may be eligible to receive a discretionary bursary towards some of the cost.

- Certain elements of Universal credit in prescribed circumstances – criteria can be checked with School Business Manager for eligibility
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Employment and Support Allowance (ESA)

Monitoring arrangements

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

This policy will be reviewed by the School Business Manager biannually. At every review, the policy will be approved by the Resource Committee

Signed:……..

(Chair of Governors Resource Committee)

Date:……11.02.26 …….

Review Date: February 2028