

Whitchurch CE Federation

Charging and Remissions policy



Implemented

September 2026

Review date

September 2027

This policy has been developed in accordance with the Department for Education guidance, Charging for School Activities: Departmental Advice for Governing Bodies, School Leaders, School Staff and Local Authorities, and the relevant provisions of the Education Act 1996.

The Federation will review this policy in line with any changes to legislation, statutory guidance or local procedures

Objectives

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.
- NB Reference to 'academy' includes both Whitchurch CE Infant & Nursery Academy and Whitchurch CE Junior Academy.

What the Federation Will Not Charge For.

The Federation will not charge for:

- Education provided during school hours.
- Education provided outside school hours where it forms part of the National Curriculum.
- Education provided as part of Religious Education.
- Instrumental or vocal tuition required as part of the National Curriculum.
- Entry for any prescribed public examination where the pupil has been prepared for the examination by the school.
- Transport provided in connection with educational provision where there is a statutory duty to provide it.
- Any materials, books, instruments or equipment provided as part of the National Curriculum.

Voluntary contributions

When organising educational visits to enrich the curriculum and the educational experience of the children, the academy invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in an educational visit or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.



Sometimes the academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The academy provides this information on request. The following is a list of additional activities, organised by the academies, which require voluntary contributions from parents. These activities are known as 'optional extras'. There is no obligation for parents or carers to make a voluntary contribution and pupils will not be treated differently according to whether a contribution has been made.

This list is not exhaustive:

- visits to museums;
- sporting activities & outdoor adventure activities;
- visits to or by a theatre company;
- academy trips;
- musical events;
- transport;
- enrichment activities within the academy provided by outside agencies.

Optional Extras

The Federation may charge for optional extras provided wholly or mainly outside school hours where participation is based on parental choice.

Charges may include the full cost of:

- Travel and transport
- Board and lodging
- Entrance fees
- Materials and equipment
- Insurance
- Specialist tuition or instruction
- Staffing costs directly attributable to the activity

Any charge made will not exceed the actual cost of providing the activity and will not include an element of subsidy for other pupils.

After school activities

The academy offers additional activities after school. We reserve the right to make a small charge for these sessions.

Damage and Breakages

The academy may ask parents to pay for damage to school property or equipment where this is a result of a pupil's misbehaviour or lack of care and attention (specially charges will be made for damages to iPads - screen replacements start at £70).



Residential Visits

Where a residential visit takes place mainly during school hours and forms part of the National Curriculum or religious education, the Federation may charge only for board and lodging. Voluntary contributions may be requested towards other costs associated with the visit. No child will be excluded from participation because their parents or carers are unable or unwilling to make a voluntary contribution.

Parents experiencing financial difficulties are encouraged to discuss the matter confidentially with the Principal.

For residential visits that take place wholly or mainly outside school hours and do not form part of the National Curriculum, religious education or examination requirements, charges may be made up to the full cost of the activity.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Principal. Children entitled to Income-related Free School Meals can apply for a subsidy.

Swimming

Whitchurch CE Junior Academy organises swimming lessons for pupils as part of the National Curriculum.

No charge will be made for swimming instruction provided as part of the National Curriculum. Where transport is required to access swimming provision, voluntary contributions may be requested. No pupil will be excluded from participation because their parent or carer is unable or unwilling to make a voluntary contribution. Nursery lunches

The cost of Nursery lunches is reviewed periodically and communicated to parents and carers through the Federation's published fee schedule.

The cost of school meals is reviewed regularly and published to parents and carers annually. This is inline with the charges set by the catering company and DfE

Breakfast and After School Club – Wraparound provision

Wrap around provision where offered at the academy will be subject to charges for each booked session. Full terms and conditions can be found in the relevant policy for the wraparound provision.



Catering

School lunches are provided by McQuills across both academies. The cost of school meals is reviewed regularly and published to parents and carers annually.

The cost of Nursery lunches is reviewed periodically and communicated to parents and carers through the Federation's published fee schedule.

School Uniform

School uniform and PE kit is purchased directly by parents and can be obtained from Sarah's Embroidery and School Shop Direct. School clothes in Federation colours are also readily available from local supermarkets. A school badge is available to purchase from the infant academy office. Children entitled to Income Related Free School Meals may apply for a uniform grant.

The Federation is committed to ensuring that no pupil is disadvantaged through financial hardship.

The Principal and Local Governing Committee may remit all or part of any charge where they consider it reasonable in the circumstances.

Applications for remission will be treated sensitively and in confidence.

Particular consideration may be given to:

- Pupils eligible for Income-Related Free School Meals
- Looked-after and previously looked-after children
- Families experiencing financial hardship
- Pupils with exceptional circumstances which may affect participation

The Principal and Local Governing Committee also reserve the right not to levy charges where they consider this to be appropriate and in the best interests of pupils and families.

