



Charging and Remissions Policy

Ratified by trustees: November 2024

To Be Reviewed: November 2026

Westminster Primary School

Charging and Remissions Policy Statement

RATIONALE

The Trust Board of Westminster Academy Trust recognises the valuable contribution that the wide range of activities, including trips, clubs and residential experiences can make towards pupils' education.

The Trust Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the school. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make the school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

CHARGES

The Trust Board recognises the right to make a charge in the following circumstances for activities organised by the school.

Residential activities taking place largely during school hours

The full cost to each pupil of board and lodging.

Activities outside school hours

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum as well as travel associated with them.

Individual Instrumental Tuition

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution.

The Trust Board may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the School Business Manager, will make authorisation for such remission.

“The definition of hardship is the lack of ability to provide for a child’s basic needs namely food, shelter, clothing, personal needs (hygiene), attend a child’s medical appointments and / or have access to public funds.”

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents to cover the cost of the following activities:

- Ingredients or other materials, required for use in the curriculum, which may be taken home when work with them has been completed.
- Entrance fees to places visited as part of the curriculum, and any associated travel costs.
- The cost of external visitors conducting school workshops
- Additional clothing required for specific curriculum activities

GENERAL

The Trust Board may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Trust Board from inviting the parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Charges to external companies

The Trust Board will seek fair reimbursement for the use of its staff and their expertise. All funds will be put into the school budget.

Depending on the circumstances the trust reserves the right to decide what a fair and reasonable reimbursement amounts to but will generally use the rates set out below:

| Staff | Daily rate |
|-----------------------|-------------------|
| Headteacher | £550 |
| Deputy Head | £450 |
| Assistant Headteacher | £450 |
| Teacher | £400 |
| ICT Co-ordinator | £350 |
| Business Manager | £350 |
| Administrator | £200 |