Warton Nethersole's
Church of England Primary School

Maypole Road, Warton,
Nethersole B79 0HP

warton.bdmat.org.uk
office@warton.bdmat.org.uk
01827 894 182

Charging and Remissions Policy

Vision and Values



All of our policies are written and implemented with our Christian vision and values at the heart of all decisions made. Our vision and values have been created by the staff, governors and children with the aim of supporting and developing everyone on their personal and collective journeys at Warton Nethersole's CofE Primary School. We place high importance on our vision and our values being reflected clearly in every policy and more importantly in the application of each policy and procedure in daily school life.

We welcome children of all faiths, backgrounds and beliefs into our inclusive community. We seek inspiration from the life and teaching of Jesus Christ to help our children achieve their full potential. We uphold the distinctive Christian ethos and values of the BDMAT when making all decisions and implementing policy and practice. We aim to provide a caring and stimulating environment which promotes a love of learning whilst seeking to inspire every pupil to become a well-motivated, independent and resourceful learner.

Rationale

Warton Nethersole's CE Primary School wishes to provide for all pupils the best possible educational opportunities available within the funds allocated to them. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents. The school warmly endorses that principle and is committed to upholding the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on voluntary financial contributions in whole or in part from parents. Without this financial support the school would find it impossible to maintain the quality and breadth of the external educational opportunities provided for the pupils. The school's concern is to keep financial contributions to a reasonable minimum.

The law recognises that charges may be made to parents in certain defined circumstances provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The LAB (Local Academy Board) has decided that until further notice its policy will be as follows:

Date Ratified by LAB: July 2026	Date for Revision: July 2027

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Curriculum Based Activities funded largely by the school

There are certain activities which are deemed to be a fundamental part of the education provision made by the school for which the school may ask for voluntary contributions to lessen the impact on the school's budget. However, the school is committed that the activity will proceed regardless of the level of contributions made and that it will fund anything up to the full cost for all pupils. These include

- Swimming lessons for those unable to swim 25m (contributions are encouraged to cover transport costs)
- Some visiting professionals leading collective worship or running curriculum-based events
- Whole year group music lessons e.g. recorder and singing

Due to the changing budget within education, this policy will be reviewed at the end of each academic year with the LAB, who will determine if any of the above need to start to be partially funded by voluntary contributions with any agreed changes going live from September. The school is committed to the promise that no child will miss any educational experience listed above due to lack of contributions.

Voluntary Contributions

For some activities and visits, voluntary contributions will need to be requested from parents to cover the costs of the trip to enable it to proceed. Children who currently receive Pupil Premium can have 50% of the cost of the trip met by the school.

The types of trips this is applicable for are:

- participation in activities off site which are supportive to but not essential for any part of the curriculum
  e.g. visits to museums, farms, theatres etc
- some visits by professional external providers such as theatre companies, historians that would enhance teaching but are not vital to it etc
- activities or experiences that may not be directly related to the curriculum but that the school deems worthwhile to offer children based on wider experience, cultural appreciation or enjoyment.

It should be recognised that in some cases it will be necessary to cancel an activity if there are insufficient voluntary contributions. However, no pupils will be barred from an activity solely because a voluntary contribution has not been made on their behalf and every child will have an equal opportunity to attend.
Activities may be cancelled if the total of the voluntary contributions received is less than 85% of the voluntary contribution requirement for each activity. This excludes any children who qualify for a funded place through our pupil premium provision. There is no limit on the level of voluntary contributions sought nor any restrictions as to the use made of them so long as they do not exceed the costs incurred by the school.

Chargeable Activities

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A charge will be made for:

- Visits outside school time e.g. Saturday sports fixture requiring a coach. Parents may be charged for all allowable costs.
- Practical activities resulting in an end product which parents/children have expressed a wish to own. If this is during school time, the materials will be provided for those who do not pay the charge but the school will retain ownership of the product e.g. cookery and DT projects.
- Individual/ small group musical instrument tuition. These fees will be payable either to the school or to the music teacher directly prior to the start of each term.
- Damages and breakages of any school or third party's property will be charged as part of the school's disciplinary structure where it is believed that the damage was malicious and/or intentional.
- Before and after school provision through the wraparound care offer.
- A variety of after school and before school clubs will be offered each term. These are all optional and outside of normal school hours. Where there is a cost associated, this will be passed on in its entirety to parents.
- Residential activities/visits - see below.

Residential Activities/Visits *(See Appendix 1)*

Residential trips are a valued addition to the curriculum provision at Warton Nethersole's CE Primary School. Due to the nature of the activities, transport, staffing costs and board and lodging, they are proportionally far more expensive than day trips.

Activities during the school hours (8.45am to 3.00pm)

The law states that activities during the school day can only result in the school requesting voluntary contributions. Therefore, any costs incurred for the activities during a residential camp that are invoiced as separate items, will be communicated to parents as the voluntary aspect of the residential trip costs. However, if there are insufficient voluntary contributions then the trip may well not go ahead.

Board and lodgings after the school hours (8.45am to 3.00pm)

- Parents will be charged the full cost of board and lodging.
- 'Paying Arrangements' will be as flexible as possible to support parents/carers in financial difficulty. This may include having an extended time scale for full payment and in exceptional cases subsidy by school pending full payment.
- In exceptional circumstances it may be possible for charges to be reduced for children whose parents make an application to the Head. The Head may discuss these applications with Governors who will explore possible avenues for support.
- However, the school budget cannot be used to support/subsidise individual children.
- Where a child is receiving Pupil Premium support, the families will be offered the opportunity to only contribute 50% of the total cost, while the remaining balance will be paid by the school. We understand that as circumstances change, some families may not need to make use of this offer. The Head Teacher's discretion will be used in special circumstances to ensure that all pupils can be supported in attending.

Pupil Premium Funding

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The school receives money to support children who are currently in receipt of Free School meals, or who have received them within the last six years. We also receive money for any child who is adopted, who comes from a service family or who is/has been in local authority care. There are many ways that the school can use this Pupil Premium funding to support learners, but this is always allocated on a case by case basis based on the child's needs and circumstances. On the school website, the Pupil Premium spending reports can be found which illustrate how the funding has been spent each year. This changes each year but examples of support that the school have offered in recent years includes;

- Extra support in class or time with teaching assistants
- Pre-teaching or catch up sessions with the class teacher or teaching assistant
- Art, music, drama, science and forest schools experiences working with professionals
- One before or after school club paid for if necessary e.g. cooking or gardening club
- Subsidised school day trips and residential trips (see below)
- Uniform package, shoe shoes or camp equipment if required
- Enhanced equipment for their classroom or interest group

The LAB relies heavily on the extensive research and advice from the Education Endowment Fund for guidance as to what best impacts on pupil outcomes and wellbeing. Therefore, support is not offered in an equal way but in an equitable way meaning that a child's need and barriers to learning are assessed and then provided for as the school deems appropriate. Consequently, with the exception of school trips (see below), there is no 'right' to receive any offered element. Children who are currently in receipt of free school meals will always be prioritised for additional opportunities and funding support.

Educational Day visits: 50% of the cost of the visit can be paid for by the school for pupils entitled to Free School Meals or Pupil Premium.

Residential Visits: Parents/carers are expected to pay 50% of the total cost including the deposit but the remainder of the balance for the trip (which includes board and lodging) can be paid by the school using pupil premium funding if any of the following criteria apply;

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

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Refunds: Due to the cost of trips and visits covering the whole cohort, we are unable to refund trips and visits where the child is no longer able to attend. Coach costs make up a large percentage of trip costs and have to be paid regardless of the number of pupils attending and most of the time admission costs are pre-booked and paid for.

Debtors: Warton Nethersole's CE Primary School is committed to working with each family to ensure that their child has the opportunity to benefit from every possible opportunity on offer but as discussed above, some of these require set or voluntary contributions to be able to proceed. Where payments are in arrears, our office staff will request the remaining balance via a mixture of generic texts, personalised texts and phone calls. If the debt still is not settled then this will be raised with the Head Teacher who will contact the parents to arrange payment. In the event of a substantial arrears, the parents may be offered a payment plan to help spread payments. The school reserve the right to withhold paid-for services such as school dinners or prevent the child attending subsequent music lessons/trips etc until the original debt is cleared. In the event of the debt still standing, the school reserve the right to take the claim to the small claims court as the school budget cannot be used to write off debts.
The LAB would urge any families facing financial hardship to arrange a meeting with the Head Teacher to discuss how the school may be able to support your family or prolong the payment window. As a Church school, we will always work to enable every family to be supported.