

WELTON PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY 2025

AIM

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum, Non-Curriculum activities and Clubs, including the Out of School Club and KS2 Lunches.

CURRICULUM ACTIVITIES

- Curriculum Activities
Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay, but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
- Residential Trips – Board and Lodgings
To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission.
- Any insurance costs will be included in charges for trips and activities.
- General Lesson Costs
To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.
- Music Tuition
To require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service.
- Freedom of Information
Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Please see a copy of our Freedom of Information Policy to view costs incurred with copying information.

If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

NON CURRICULUM ACTIVITIES

- Non Curriculum Trips and Activities
To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.
- School Property
To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.
- Private Lettings
To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Head Teachers/Finance Manager's discretion.

CLUBS

- After School Clubs
The school will sometimes offer clubs after school such as sport, craft and choir. The school will make a charge to cover the cost of staffing and resources for these clubs

Out of School Club

Welton Out of School Club is an extended school provision and cannot be subsidised by the school budget. It, therefore, has to be self-sustaining. Fees have to cover, salaries, equipment, refreshments, insurance and other related charges

Lunches

Children in Foundation Stage and Key Stage 1 are entitled to a universal infant free school meal. This is different from being eligible to free school meals due to receipt of benefits.

Children in Key stage Two can purchase a school meal, the school charges parents following the recommended school meal charge as provided by the Local Authority School Meals Service.

Your child(ren) will be entitled to free school meals if you as the parent are in receipt of any of the following benefits:

- Job Seeker's Allowance (income-based)
- Income Support
- Universal Credit - Your annual income assessed by the Department for Work and Pension must be less than £7,400. Any pupil eligible for free school meals before 1 April 2018 when the earned income threshold is introduced will retain their eligibility until then end of universal credit roll-out which is March 2025
- Child Tax Credit (but NOT receiving Working Tax Credit) – provided your annual income, assessed by the Inland Revenue, does not exceed £16,190
(Please note: this amount is subject to change in April every year)
- Employment Support Allowance (income-related)
- Guarantee Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999.

STATUTORY REMISSION

Statutory remission is given to those parents who are in receipt of the above.

Booking and Payment from September 2025

Where charges are identified, parents will need to book and pay in advance via the Arbor App.

- All fees are to be paid **in advance**.
- Fees cannot be credited for non-attendance unless your child is absent from school due to ill health or being asked to represent the school. Exceptions may be made for new clubs that have started at short notice and will be considered on a case-by-case basis. To avoid unnecessary charges, please check the school calendar so that you do not book the After School Club on a date when you may decide you don't need the club.
- The 7:30am and 3:30pm OOSC booking cut off point is 30 minutes before the sessions starts and the extra afternoon session at 5:45pm booking cut off point is 3 hours before the session start.
- **Fees for all clubs are half-termly and non-refundable.**
- If a child **permanently** withdraws from the **OOSC** club in the middle of a week, the remainder of that week will be charged but subsequent fees will be refunded.
- Charges for lunches are half-termly and non-refundable.
- Lunches need to be booked and paid for a month in advance.
- If a parent is suffering from financial hardship, they should make an appointment to see the School Business Manager to discuss the matter and seek support.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted because of that review.

OOSC 25-26	Lunch Sept 2025	Other Clubs						
<p style="text-align: center;">PRICE LIST Effective from 22 April 2025</p> <p>Morning session - £4.00 (7.30am start – includes free session 8.25am-8.55am and Free Breakfast)</p> <p>Afternoon session - £7.50 (with a snack) (3.30pm-5.45pm)</p> <p>Extra afternoon session £0.25 (5.45pm-6.00pm)</p> <p style="text-align: center;">SESSION TIMES</p> <table border="1"><thead><tr><th>Early Start</th><th>Before School</th><th>After School</th></tr></thead><tbody><tr><td>7.30am if places are available</td><td>8.25am – 8.55am</td><td>3.30pm – 6.00pm</td></tr></tbody></table>	Early Start	Before School	After School	7.30am if places are available	8.25am – 8.55am	3.30pm – 6.00pm	<p style="text-align: center;">Year 3 to Year 6</p> <p>£2.75 per lunch £55 per 4 weeks</p>	<p>As published on Arbor.</p>
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