



WEST CROFT SCHOOL
Discover your leg★cy

West Croft School

Coronation Road

Bideford

EX39 3DE

School Charging and Remissions Policy

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a [voluntary contribution](#) to costs and when they will not be asked to pay or contribute.

It also describes [Remission](#); when costs will be waived for children from low income households.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the school.

Charging and Remissions Policy

Section	Contents	Page
	Description of this Policy	1
1	Equality and Safeguarding Statements	3
2	Introduction	3
3	Responsibilities	3
4	Policy Statement	3
5	Voluntary Contributions	4
6	Optional activities outside of the school day	4
7	Education partly during school hours	4
8	Music Tuition	4
9	Residential Trips	5
10	Remission	5
11	Calculating Charges	5
12	Nursery Fees	6
13	Extended Provision	6
14	Freedom of Information Charges	7
15	Policy version	7
16	Contacts for further information	7

1 Equality and Safeguarding Statements

- 1.1 This school and Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.
- 1.2 We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

2 Introduction

- 2.1 The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

3 Responsibilities

- 3.1 The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

4 Policy Statement

- 4.1 All activities that are a part of the National Curriculum¹ for compulsory school age children,² necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school,

¹ The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.

² Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

5

Voluntary Contributions

- 5.1 We will ask parents to make a voluntary contribution towards costs for activities during the school day³ which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

6

Optional activities outside of the school day

- 6.1 We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

7

Education partly during school hours

- 7.1 A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

8

Music Tuition

- 8.1 Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).⁴

³ Under [The Education \(School Day and School Year\) \(England\) Regulations 1999](#), the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight that day. At this school, the session times are:

Morning from 8.55 to 12.00pm, Afternoon from 12.50 to 15.10 (Reception and KS1) or 15.20 (KS2)

⁴ For further information, see www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf

9

Residential Trips

9.1 There will be **no charge** for:

- 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 National Curriculum, or
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - part of religious education; and
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for:

Board and lodging (the charge will not exceed the actual costs).

10

Remission – Residential

10.1 When parents are informed about a forthcoming visit, it will be made clear that children who are in receipt of Pupil Premium will be exempt from paying the cost of board and lodging:

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the head teacher.

11

Calculating Charges

11.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

12

Nursery Fees

12.1 Children are entitled to full funding for up to 15 hours per week in the term following their third birthday.

For eligible working parents children may be entitled to full funding for up to 30 hours following their third birthday.

Extra hours may be bought subject to availability. Extra Provision hours may be purchased providing the child attends some Nursery core hours.

Fees are payable in advance (weekly or half termly) by ParentPay. They must be paid whether the child attends or not.

30 Hours funding

Children whose parents both work a minimum of 16 hours per week may be entitled to 30 hours funded child care.

Funding can be split between two providers to enable all year-round places to be accessed.

2-Year-Old Funding

Families will be eligible if they meet the criteria of the Two-Year-Old Funding Offer, families must be in receipt of an income-based benefit or eligible for the working families funding.

12.2 Nursery session charges:

2 Year-old places (from the term AFTER their 2nd birthday)

£6.50 per hour

£19.50 per morning/afternoon session (3 hours) / £39 for a full day (6 hours)

3- and 4-Year old places (from the start of the term AFTER their 3rd birthday)

£5.25 per hour

£15.75 per morning/afternoon session (3 hours) / £31.50 for a full day (6 hours)

If you experience difficulty paying your fees, please see the Nursery Teachers or Mrs Wright in the office. Non payment of sessions will result in them being withdrawn.

12.3 All children have an entitlement to participate fully in Nursery activities and visits, regardless of family income. All contributions for Nursery events and trips are voluntary payments.

12.4 Little Crofters operates a 4 week notice period, should parents/carers choose to move or withdraw their child.

13 Wrap Around Provision

13.1 Breakfast and After School Club provision is available to all children in Years Reception to Year Six. This is a governor run service.

13.2 All places must be pre-booked and payment must be made at the time of booking. Places are limited in number and will be allocated on a first come, first served basis.

13.3 Places cancelled with less than 48 hours' notice will not be refunded unless the child is off school sick that day.

13.4 Places will be withdrawn immediately if payment is not received – we will not allow debt to build up.

13.5 Charges are as follows –

Breakfast Club – from 7:30am - £6.50 per child

After School Club – 5pm pick up - £7.00 per child

After School Club – 6pm - Pick up - £10.00 per child

13.6 Governors have delegated authority to the headteacher to offer free places to families in need in exceptional circumstances (such as where attendance will suffer if they do not attend wrap)

13.7 Governors have delegated authority to the headteacher to utilise pupil premium funding to cover the cost of attendance for eligible pupils in exceptional circumstances (such as where attendance will suffer if they do not attend wrap)

14 Freedom of information Requests

The majority of the information covered by the Freedom of Information Scheme can be found on our school website where it can be accessed free of charge. (Please see the Freedom of Information Policy for details of information that is covered). Anything that does not appear on there can be emailed and there will be no charge for this.

Where a paper copy/paper copies are required or where the request required some printed publications or videos these will be charged. Printing will be charged at a flat rate of 5p per copy for black and white and 10p per copy for colour copies.

If information is required to be posted – the cost will depend on the weight of the parcel. This will be charged at cost price as per the franked label/stamp on the parcel.

We will advise you of the total cost of any charges in advance before we will fulfil your request.

15 Policy Version

This policy was determined by the Governing Body in December 2025. It will be reviewed and determined annually.

Contacts for Further Information

School contact information

admin@westcroft.devon.sch.uk

01237 473548

West Croft School
Coronation Road
Bideford
EX39 3DE

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency