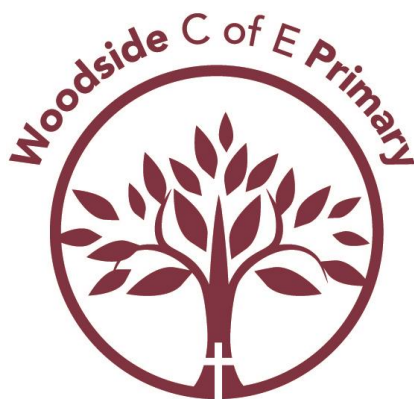


'Live life in all its' fullness'



WOODSIDE C.E.(VC) PRIMARY SCHOOL

Charging and Remissions Plan

2025-2027

Date Ratified:	Sept 2025
Date Due for Review:	Sept 2027
Signed Head Teacher:	
Signed Chair of LAB (where appropriate):	

1. The Policy

The Headteacher and Local Academy Board (LAB) recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and LAB aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received, or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small- group music tuition.

2. Voluntary Contributions

When organising educational visits or visitors to school, to enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not received, the activity may be cancelled. If the activity goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated any differently from others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extra's'.

This list is not exhaustive:

- visits to museums, farms, educational centres
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company into school
- after school clubs

'Live life in all its' fullness'

As part of the curriculum offer outlined each academic year, we will endeavour to offer all year groups one school visit in the summer term and give parents advanced warning of this early in the autumn term. We know from parental feedback; this suits our current families and the local demographics of the community we serve.

3. Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly relating to the National Curriculum, there will be no charge for the education. However, there will be a charge to cover the costs of board and lodging, as well as a request for voluntary contributions towards the cost of transport. If sufficient funds cannot be raised to cover the cost, the visit may have to be cancelled.

Please note: Children of parents/carers receiving certain benefits may be eligible for part or total funding for elements of the cost. Parents/Carers must write to the Headteacher to be considered for funding. Authorisation for remission will be made by the Headteacher in consultation with the Local Academy Board and Chair of the LAB.

4. Musical 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 as these lessons are taught by peripatetic music teachers.

This is charged in line with the Warwickshire Music Service agreement and costings.

5. Swimming

We make no charge for this activity, but we do ask for a voluntary contribution to cover the cost of transport. We inform parents when these swimming lessons are to take place, and we seek written permission for their children to take part.

6. Sport

The school may offer additional sport coaching after school. A qualified coach, who is not a member of school staff, may run and organise these sessions. There will be a charge for these sessions.

7. Art and Technology

An additional charge may be made for materials and ingredients for practical subjects when necessary.

8. Loss and Damage

The school may ask for contributions to breakages and loss of books or equipment.

In the case of books being lost or damaged, school will send out a link to parents from Amazon to replace the lost or damaged book for school.

9. Passport Applications

Should the Headteacher be requested to complete a passport application regarding identify of a pupil, the school will charge a fee, this is due to the time it takes.

10. Woodpeckers

Due to an increase in costs over the last few years of staffing, food and resources the following prices were brought into force from September 24. The costs for Woodpeckers – Wraparound Provision is detailed as below:

Morning Session including breakfast: 7:30am- 8:30am	£5.00
After school first session including snack 3:00pm-4:30pm	£6.00
After school second session including snack 3.00 – 5pm	£8.00
After school third session including snack 3:00pm-5:30pm	£10.00

If a parent /carer fails to collect their child from Woodpeckers on time, there will be **a late charge of £10.00 issued.**

For any pupils **not collected from school at the normal end to the day by 3:10pm**, the pupil will be taken to Woodpeckers and parents will be charged. This will be at the Headteacher's discretion based on the situation. We appreciate from time-to-time parents will be late due to emergency situations, but this is for where this is not the case. This will be charged in line with the normal Woodpeckers fees as above.

11. Nursery

From September 2025, Woodside Primary School will offer its own nursery provision for children aged 2-4 years old. This section outlines the charging and remissions arrangements specific to nursery services, in line with the school's commitment to accessibility, transparency, and fairness.

1. Funded Entitlement

- All eligible children are entitled to **15 hours per week of free nursery education** during term time, funded by the local authority.
- Some families may be entitled to **30 hours of funded nursery provision**, subject to meeting government criteria. Parents must apply via the HMRC Childcare Service and provide a valid eligibility code.

2. Additional Hours and Services

Charges may apply for:

- Additional nursery hours beyond the funded entitlement
- Lunchtime supervision and meals
- Enrichment activities or trips not covered by the funded curriculum

Fees for these services will be:

- Lunch supervision in addition to session finish time (11:45am- 12:30pm)- £5.00 per session. This is chargeable where parents require hours beyond the funded entitlement.
- In addition, parents may choose to book extra nursery sessions beyond the funded entitlement. These additional sessions are charged at a rate of £18.00 per three-hour session.
- A charge of £5 will be applied for each instance of late collection from nursery beyond a 15-minute grace period after the agreed pick-up time. This charge covers the cost of additional staffing and supervision required.

- Clearly communicated to parents/carers in advance
- Reviewed annually by the Governing Body
- Payable in advance via the school's payment system

3. Remissions and Financial Support

Woodside Primary School is committed to ensuring that no child is disadvantaged due to financial hardship. Therefore:

- Families eligible for **Pupil Premium, Universal Credit**, or experiencing temporary financial difficulty may apply for **partial or full remission** of nursery fees.
- Requests will be considered confidentially by the Headteacher or designated member of SLT.
- Evidence of eligibility may be required, and decisions will be communicated in writing.

4. Non-Payment of Fees

- Non-payment of agreed nursery fees may result in withdrawal of additional hours or services.

13. Monitoring and Review

This policy is monitored by the Local Governing Body and will be reviewed every two years.

Families experiencing difficulties in any of these areas are asked to contact the Headteacher.