

Charging & Remissions Policy

Review of Policy	Autumn 2025
Members of staff responsible	Operations Manager
Policy History	Ratified
People involved	Operations Manager LGB
Signed by Chair of LGB	Kevin Floyd
Date	13/11/25
Date for Review	Autumn 2026

Purpose

Wyvern Academy recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards students' personal and social education. The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

The school may charge parents or carers for some activities provided by the school and they may ask parents or carers for voluntary contributions.

It is the aim of the school that every pupil has the opportunity to take part in a wide range of activities, and parents/carers who experience difficulties in meeting requests for contributions or charges for any activity listed above should contact the school for advice and possible assistance.

Admissions

There is no charge for school admissions.

School meals

There is no charge for children who are entitled to free school meals or universal infant free school meals (up to the end of KS1 – Year 2).

Pupils who are not entitled to free school meals will be charged a set amount per meal and this charge will be reviewed annually by the governing board. This fee is currently £2.50 per meal for the academic year 2024/25.

Public examinations.

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

There is no charge for examinations that are not on the set list but have been arranged by the school.

There may be a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see Optional extras under section 6).

Activities that take place during school hours (this does not include the break in the middle of the school day)

We may charge for:

- Books, materials or ingredients that the parent wishes the child to keep (the cost will be made clear to the parents/carers before charge).
- Optional extras (section 6)
- Music or vocal tuition (section 9).

Where school owned transport is used there is no charge for transport during school hours to school-organised activities. Should we need to hire additional transport then we may ask for voluntary contributions.

Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- Part of the set curriculum, including sports matches against other schools.
- Part of the syllabus for a public examination that the pupil is being prepared for by the school.
- Part of the school's basic curriculum for religious education.

Optional extras

Optional extras that the school may charge for are:

- Education provided outside of school time that is 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
 - Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (e.g. breakfast clubs, after school clubs etc.).

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Headteacher. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge (section 13).

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The costs of buildings and accommodation.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents/carers before organising the provision of an optional extra where charges will be made.

Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 5.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

Residential activities

Residential trips will be chargeable.

Music tuition within school hours

Wyvern Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school may charge for teaching requested by parents/carers and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

Extended services

Wyvern Academy is able to provide, on occasion and by special arrangement, access to the school outside of term time. Charges will cover the cost of non-teaching staffing for all hours required, including any transport time to/from home/school and these charges may be invoiced in advance. Any charges incurred for external activities attended (including fuel and parking costs) will be charged in arrears.

The total charge will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise others.

Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

Remissions and concessions

The school may give consideration to the remission of charges to parents or carers of children who are entitled to free school meals, or in specific cases of hardship. Requests for remission of charges should be put in writing and addressed to the Headteacher.

Parents/carers who request the remission of charges will be dealt with confidentially.

The Headteacher and chair of governors are responsible for authorising any remission of charges.

Voluntary contributions

The Academy Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. However, if voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

Should the activity be cancelled then all monies paid will be returned.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

Inability or unwillingness to pay

Wyvern Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.