

The Federated Schools of  
Wood Street Infant School  
&  
Worplesdon Primary School



## Charging & Remissions Policy

Policy Reviewed	February 2026
Next Review	February 2027

**The Federation of Wood Street Infant School & Worplesdon Primary School Primary School –  
Charging & Remissions Policy**

1.	Introduction .....	1
2.	Voluntary Contributions for Activities as Part of the Curriculum.....	1
3.	Music Tuition .....	1
4.	Swimming .....	1
5.	Optional Extra Activities .....	1
6.	Breakfast Club .....	2
7.	Afterschool Club .....	2
8.	Early Drop Off and Late Pick Up .....	2
9.	Residential Visits .....	2
10.	Charging in Kind .....	3
11.	Bank Charges .....	3
12.	Breakages & Fines .....	3
13.	Special Needs .....	3
14.	Review .....	3

# The Federation of Wood Street Infant School & Worplesdon Primary School Primary School – Charging & Remissions Policy

## 1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. In this document, Worplesdon Primary School may be abbreviated to WPS and Wood Street Infant School, may be abbreviated to WSI.

## 2. Voluntary Contributions for Activities as Part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity. 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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

## 3. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir are subject to charges. At WPS, there is a nominal annual charge for recorder club. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the organisation which provides peripatetic music teachers to teach individuals or small group lessons on the school site.

## 4. Swimming

Worplesdon Primary School only: Swimming lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of the pool hire and lessons. The costs are subsidised by the delegated budget (Sports Premium).

## 5. Optional Extra Activities

This covers activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

A range of sporting, musical and other activities are offered to pupils outside of normal school hours. These activities are organised by school staff and a range of outside providers. There is a usually a charge for activities organised by school staff and outside providers, which is communicated to parents in advance. Parents of children who qualify for access to funding sources such as the

## **The Federation of Wood Street Infant School & Worplesdon Primary School Primary School – Charging & Remissions Policy**

disadvantaged fund are approached by the HSLW to inform them of opportunities and financial support.

### **6. Breakfast Club**

The Breakfast Club provides up to 70 places at WPS and 20 places at WSI, available to any child throughout the school. The daily charge for the club per head will be reviewed and set by the governing body annually with charges set for the academic year from September each year.

All children attending the clubs are charged, with those entitled to external funding supported and guided to access this funding.

### **7. Afterschool Club**

The Afterschool Club provides 70 places at WPS and 20 places at WSI, available to any child throughout the school. The daily charge for the club per head will be reviewed and set by the governing body annually with charges set for the academic year from September each year.

All children attending the club are charged, with those entitled to external funding supported and guided to access funding.

### **8. Early drop off and Late Pick Up**

Any child who is dropped off early to school and not supervised by their parent/guardian will be placed into the Breakfast Club and charged at the session rate. Any child not picked up at the end of the school day will be placed into after school care and charged at the session rate. This is communicated with parents.

### **9. Residential Visits**

WPS only: The school organises residential visits. The cost of these trips includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Voluntary payments should cover the total cost of the trip including the cost of any additional teacher time necessary to lead the trip. Parents will be clearly informed that insufficient voluntary contributions will necessitate the trip being cancelled.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Executive Head Teacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

## The Federation of Wood Street Infant School & Worplesdon Primary School Primary School – Charging & Remissions Policy

### 10. Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the schools may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The schools will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### 11. Breakages & Fines

The governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows;
- Damaged walls;
- Broken or damaged doors;
- IT equipment;
- Damaged school gates (pedestrian and car) and fencing;
- Defaced, damaged or lost text books;
- Replacement reading diaries;
- Any item damaged because of unsatisfactory pupil behaviour.

### 12. Bank Charges

The bank transaction charge (1.5%) from ParentMail is passed on to parents. This is added to all requests for voluntary payments and other charges through ParentMail.

### 13. Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### 14. Review

There will be an annual review of this policy by the full governing body.