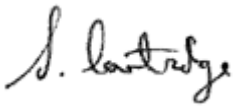
Wolverdene Special School

Charging and Remissions Policy 2026

Approved for School: Headteacher: Nathalie Akhmatova Date: 10th March 2026	Signature: 
Approved by Governing Body: Chair of Resources: Stephen Cartridge Date: 10th March 2026	Signature: 
This procedure will be reviewed every two years The next review is March 2028	

Purpose

The purpose of this policy is to ensure that, during the School day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims and values of the School.

The School day is defined as 08:55 to 14:55 Monday to Friday during each School term as published on the School web site or otherwise communicated to parents, excluding INSET days when pupils are not required to attend School. The School day may be extended outside these hours and the School week extended to include Saturdays and/or Sundays on occasions when pupils attend external events.

The Lodge day is defined as 14:55 to 08:55 the following day Monday to Thursday during each School term, excluding INSET days when pupils are not required to attend School.

Who/what was consulted?

The policy has been informed by 'A Guide to the Law for School Governors' and DfE and local authority guidance on charging for School activities.

Relationship to other School policies

This policy should be read in conjunction with our Relationships and Positive Behaviour, Complaints, Data Protection, Equality, Health & Safety, Special Educational Needs and Whistle Blowing policies.

Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all of our pupils to access provision regardless of their family's or carers' financial circumstances.

Roles and responsibilities of the Headteacher and Governors

The Headteacher will ensure that the following applies and that the information is available for parents:

During the School day

All activities that are deemed to be a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the School and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument and unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), for which a charge may be made.

Voluntary contributions may be sought for other activities during the School day which are not part of the National Curriculum or religious education and entail additional costs, for example visits to the local swimming baths. In such circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution.

During the Lodge day

We will not charge parents or carers for board and lodgings for pupils' resident in the Lodge.

Voluntary contributions may be sought for activities during the Lodge day which are not part of the National Curriculum or religious education and entail additional costs, for example visits in the evening to a local cinema. In such circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution.

Residential visits

We may make a charge for board and lodging, travel and associated activity expenses on residential visits.

School mini-buses

Only the School's pupils, their parents/carers and staff may travel at a charge in the School minibuses under the terms of the permit issued to the School by the Local Authority under Section 19 of the Transport Act 1985.

Charges may be made for such people to travel in the School minibus and will cover only the actual costs incurred, including depreciation (the service will not make a profit for the School).

Calculating charges

When charges are made for any activity, whether during or outside the School day or the Lodge day the per-person charge 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 can't or will not pay. As much notice as possible will be given to parents or carers of the activity and the charge, if any.

Parents or carers who would automatically qualify for a remission of charges are those who are in receipt of Universal Credit, Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Best value will be sought in planning activities that incur costs to the School and or charges to parents and carers.

Headteacher's discretion

The Headteacher may exercise his/her discretion as to whether the costs of an activity should be charged to the parents or carers of any of the participating pupils, subject always to their being sufficient funds available in the School budget for such an activity, or otherwise on the approval of the Chair of Governors.

The Governors, acting through the Resources Committee, will monitor the impact of this policy by reviewing a termly financial report produced by the School on those activities that were not charged for, those that resulted in charges being levied, the subsidies awarded (without giving names), the costs and income received, the source of the funds used to pay for any shortfall in income over costs and evidence of the impact on pupils' learning.

The relevant DFE advice is: Charging for School Activities dated May 2018.

EQUALITIES, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

Wolverdene, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group including gender, sexual orientation, family circumstance, ethnic or national origin, disability (physical or mental) religious or political beliefs.

As part of our commitment to meet the Public Sector Equality Duty (PSED), Wolverdene school aims to:

- Provide opportunity to all
- Foster good relations, and create effective partnership with all sections of the community
- Only take actions which do not discriminate unlawfully in service delivery, commissioning and employment
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued
- Demonstrate zero tolerance to any form of bullying, harassment or abuse.