



WOODLANDS FEDERATION

Charging and Remissions Policy

Written: September 2025
To be reviewed every two years



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Charging and Remissions Policy

The Governing Body of the Woodlands Federation recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards a pupils' education. We therefore aim to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

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 and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- School journeys in school hours
- The board and lodging element of approved residential activities deemed to take place in school hours
- Activities outside school hours
- The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours
- Individual instrumental tuition
- The cost of ingredients or materials (or provision of them) for some art/DT lessons
- Lost school equipment, books etc
- Breakages and damage to school buildings, furniture or property

Remissions

Where the parents of a pupil are in receipt of income support or family credit, the school may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

Music 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, since this is an additional

curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers (mainly from the East Sussex Music Service and Red Butler). There is a charge for these lessons. Information about additional music tuition, is available for parents, at the start of each academic year.

Hiring of the School Premises

A charge is made to hire the school premises and should be discussed with the school. The school will ensure any person wanting to hire the school premises is suitable and safe to do so.

Publication Schemes

Information accessible via the school website or e-mail will be provided free of charge. There will be a charge for providing hard copy documents, further details on application.

Photocopying/Laminating

- **Punnetts Town CP&N School**

One side of A4 black and white photocopying will be charged at 5p per copy.
One side of A3 black and white photocopying will be charged at 7p per copy.
One side of A4 colour photocopying will be charged at 8p per copy.
One side of A3 colour photocopying will be charged at 10p per copy.

- **Dallington CEP School**

One side of A4 black and white photocopying will be charged at 5p per copy.
One side of A3 black and white photocopying will be charged at 7p per copy.
One side of A4 colour photocopying will be charged at 10p per copy.
One side of A3 colour photocopying will be charged at 20p per copy.

Telephone

Local calls will be charged at 10p per call. Other calls will require a suitable contribution (to cover the charge where this can be established).