



# Charging and Remissions Policy 2024-2025

Date Policy approved by Full Governing Body	10 <sup>th</sup> February 2025
Next Review Date	1 <sup>st</sup> February 2026
Statutory Policy	Yes
On School Website	Yes

## **Introduction**

The charging and remissions policy is subject to annual review to ensure compliance with statutory requirements.

## **Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## **1. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [Charging for school activities - GOV.UK](#) and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [Statutory policies for schools and academy trusts - GOV.UK](#)

## **2. Definitions**

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable.

## **3. Roles and Responsibilities**

### **3.1 – The Governing Board**

The governing board has overall responsibility for approving the charging and remissions policy, this responsibility is delegated to the Finance and Resources Committee. The governing board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance and Resources Committee. Monitoring the implementation of this policy has been delegated to the Finance and Resources Committee.

### **3.2 – Headteacher**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **3.3 – Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

### **3.4 – Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

#### **4. Activities without charge**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer.
- Entry for a prescribed public examination including re-sits if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit at the school.
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.

##### **4.1 – Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of: The National Curriculum or Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

#### **5. Where charges can be made**

Below, we set out what we can charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- Certain early years provision
- Community facilities

##### **5.2 - Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment.

The following are optional extras:

- Education provided outside of school time that is not part of the National Curriculum or Religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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
- The cost of buildings and accommodation
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **5.3 - Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **5.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost

## **6. Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

## **7. Chargeable Activities**

The school will charge for the following activities:

- Breakfast Club
- After school enrichment activities.

## **8. Remissions**

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **8.1 – Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## **9. Monitoring arrangements**

The Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year and at every review, the policy will be approved by the Finance and Resources Committee.