Charging & Remissions Policy

Summer Term 2025

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.

Legislation & Guidance

This policy is based on advice from the Department for Education (DfE) on Charging for school activities 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.

Definitions

Charge:	A fee payable for specifically defined activities
Remission:	The cancellation of a charge which would normally be payable

Roles & Responsibilities

The Governing board
The Governing board has Responsibility for approving the Charging and Remissions policy has been delegated to the Leadership & Management Committee.
Monitoring the implementation of this policy has also been delegated to the Leadership & Management Committee.

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

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

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

Where charges cannot be made

Below we set out what we cannot charge for:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
- Religious Education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

Transport

- 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.
- Transport provided in connection with an educational visit.

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
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

Where charges can be made

Below we set out what we can charge for:

Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section Optional extras)

Certain early years provision

Community facilities

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

· 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 e.g. Before and After School Club, After School Activity Clubs

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.

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

Parental requests for music tuition are requested through The Music box. Parents are invoiced directly by The Music box for lessons.

Residential visits

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

Nursery Sessions

Additional sessions above those which are funded are charged at £16.25 per 3-hour session. Lunch club sessions are £3.00.

Late payment of session invoices will incur a charge of £10 per late invoice.

School Meals

Unless a child qualifies for Free School Meals or UIFSM, a daily charge of £2.75 is applicable. This must be paid in advance via the Reach More Parents payment portal.

The school is unable to provide a hot meal once a meal account reaches a debt of £13.00.

Meal accounts which remain in debt for a period of 3 weeks or more will incur a weekly late payment charge of 20% of the outstanding amount until the debt is cleared in full and the account retains sufficient funds placing it in credit status.

Before and After school club sessions.

Session costs and charges as follows:

- 7.30am until 9:00am at a cost of £4.50 (including breakfast)
- 3.10pm until 4.30pm at a cost of £4.50
- 4:30 until 6.00pm Monday - Thursday and 5:30pm on Friday at a cost of £5.00
- 3.15pm until 6.00pm Monday - Thursday and 5:30pm on Friday (including a snack) at a cost of £9.00
- Attendance without prior booking £15.00 (subject to session spaces).
- Late charge after 6:00pm or 5:30pm on Friday of £15.00 per child per 15 minutes
- Cancellation incurs the full session cost.
- Failure to cancel incurs the full session cost.

General Lesson Costs

A charge may be applied in the following circumstances:

Practical subjects, for full or partial cost of materials or ingredients if parents have indicated in advance that they wish their children to take home the finished product, e.g. in practical subjects such as Design Technology, Food Technology or Science activities.

Damage

Parents will be charged for damages to or loss of school property be that buildings; exterior or interior, play equipment or school resources, caused willfully or neglectfully by their children.

Damage to school property will be charged as follows:

No charge made for accidental damage.

50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules.

100% of the cost of repair or replacement will be charged where the damage to school property is willful and deliberate.

A small charge will be applied for lost or damaged pupil planners or equipment.

Reading books which are issued to pupils and may be taken home are the responsibility of pupils. A charge will be applied for any loss or damage.

Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Educational visits.
- Visits made to the school by outside agencies, for instance The Purple Pig company, Forest Schools etc.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for

Below is a non-exhaustive list of activities the school will charge for :

Before & After School Club sessions

After school activities

Unfunded nursery sessions

Nursery lunch supervision (if booked)

School Meals

Non curriculum school trips

Residential visits

Private Lettings

Remissions

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

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)

Monitoring arrangements

The headteacher monitors charges and Remissions, and ensures these comply with this policy.

This policy will be reviewed by the headteacher annually or when amendments to information dictate.

At every review, the policy will be approved by the Leadership & Management Committee.

Adoption, Approval, Sign Off

Signed	**Mrs Fulstow**
On behalf of	Leadership & Management Committee
Date	May 2025

Document Control

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