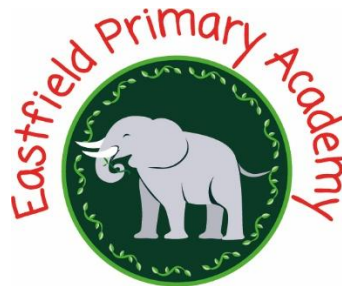




Charging & Remissions Policy



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Version History

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Date	Author	Version	Comment
Sept 2023		1	New Policy / format
Sept 2023	Kerry Thompson – added school specific details		
Sept 2024	Kerry Thompson – updated school specific details		
Sept 2025	Kerry Thompson – updated school specific details		

1. 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

2. Legislation and 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. Academies are required to comply with this Act through their funding agreements.

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

3. Definitions

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

4. Roles and responsibilities

4.1 The Principal

The Principal has overall responsibility for approving the charging and remissions policy.

The Principal and Academy Business manager also has overall responsibility for monitoring the implementation of this policy.

4.2 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.

4.3 Parents

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

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 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:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school

- 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
- Entry for a prescribed public examination 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(s) at the school

5.2 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 that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 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 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 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:

- **Breakfast Club:**

- is available to all children from Nursery to Year 6, Monday to Friday, 7.45am to 8.45am
- a range of cereals and toast are available
- the charge is **£3.00** per child, per session
- all sessions are booked via the parent app, MCAS (MyChildAtSchool)
- all sessions are paid for in advance to prevent parents accruing any debt
- if a child does not have a place booked at Breakfast Club & therefore is not on the daily register, they will **not** be allowed to attend; we need to ensure that we have appropriate staffing levels at all times

- **After-School Provision** - is available to children from Nursery to Year 6, Monday to Friday.

- Timings are:

- 3.15 - 5.00pm **£7.00** per child, per session
- 3.15 - 6.00pm **£10.00** per child, per session

- children are given a snack
- sessions are booked via the parent app, MCAS (MyChildAtSchool)
- all sessions are booked and paid for in advance to prevent parents accruing any debt
- if a child does not have a place booked at After-School Provision & therefore is not on the daily register, they will **not** be allowed to attend; we need to ensure that we have appropriate staffing levels at all times

- **Nursery extended hours** (in excess of 15hrs) - **£5.50** per hour (with a minimum 3-hour session)

- any additional sessions are discussed & agreed with the Early Years Lead.
- any additional sessions are agreed on a termly basis to ensure that staffing & groupings can accommodate the additional sessions
- all additional sessions must be paid for in full, in advance, on a half termly basis to prevent parents accruing any debt. All agreed sessions will be added as a booking on MCAS before the start of the half term in which provision will be taken. If a child joins our Nursery provision during a half term and additional hours are requested and can be provided, the agreed sessions will be added to MCAS prior to the sessions starting.
- additional sessions cannot be provided if they have not been paid for in advance, to prevent parents accruing any debt
- any missed agreed additional sessions must be paid for, refunds will not be provided if children miss additional sessions due to illness, holidays etc. as staffing levels are agreed on a termly basis
- additional sessions are paid for via the parent app, MCAS (MyChildAtSchool)

➤ 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.

6.3 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

6.4 School dinners

School can charge for school dinners for children who are in KS2 and who are not in receipt of free school meals - **£2.25** per meal.

Meal charges cannot be refunded once the meal has been booked. This includes if a child is subsequently off school and doesn't have the booked meal as this meal will already have been ordered and paid for by school.

6.5 Damaged or lost property

School may ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book, damaged or lost iPad that is on loan.

6.4 Residential visits

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

7. 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 may include: school trips, sports activities.

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.

8. Activities we charge for

The school will charge for the following activities:

- **Breakfast Club** – the charge covers the cost of staffing and the provision of foodstuffs
- **After-School Club** - the charge covers the cost of staffing and the provision of foodstuffs & resources
- **Nursery extended hours** (in excess of 15hrs & with a minimum 3-hour session) – the charge covers the cost of staffing & is benchmarked against local provider fees.

Breakfast Club and After-School Club is charged for at the point of booking, extended Nursery hours are paid for a half term in advance & Nursery lunchtime provision is paid for a week in advance; this prevents any accrual of debt for parents/carers.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in July each year. Parents will be informed of the charges for the coming year in July each year.

9. 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 Principal and will depend on the activity in question.

10. Monitoring arrangements

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

This policy will be reviewed by the Principal annually.