



Charging & Remissions Policy

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1. Aims

The Governing Body aims to:

- Have robust, clear and transparent 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 wide range of activities and visits while minimising financial barriers that may prevent pupils from participating
- Ensure no pupil is disadvantaged because of financial hardship

The Governing Body recognises the valuable contribution that additional activities — including clubs, trips, residential visits and music tuition — make to pupils' education and personal development.

2. Legislation and guidance

This policy is based on:

- The Education Act 1996 (Sections 449–462)
- Department for Education (DfE) guidance on charging for school activities

The Governing Body is required to determine and keep under review a Charging and Remissions Policy.

3. Definitions

- Charge: A fee payable for specifically defined activities
- Remission: The cancellation (in full or in part) of a charge which would normally be payable
- Optional Extra: An activity which takes place wholly or mainly outside school hours and is not part of the National Curriculum, Religious Education, or a prescribed examination syllabus

4. Roles and responsibilities

4.1 Governing Board

The Governing Board:

- Approves and reviews this policy (3 yearly)
- Monitors its implementation
- May delegate operational decisions to a committee or the Headteacher

4.2 Headteacher

The Headteacher is responsible for:

- Ensuring the policy is applied consistently
- Making decisions regarding hardship remissions under delegated authority
- Ensuring staff are familiar with this policy

4.3 School Business Manager

The School Business Manager:

- Monitors charges and remissions
- Ensures financial compliance
- Reports to governors as required

4.4 Staff

Staff are responsible for:

- Implementing this policy consistently
- Seeking clarification from the Headteacher where necessary

Appropriate training will be provided where required.

4.5 Parents/Carers

Parents/carers should contact the school if they have queries or concerns regarding charges or remissions. Requests for support will be handled sensitively and confidentially.

5. Where charges cannot be made

5.1 Education

The school will not charge for:

- Admission applications
- Education provided during school hours (including materials, books, instruments or equipment)
- Education provided outside school hours if it forms part of:
 - The National Curriculum
 - A prescribed public examination syllabus
 - Religious Education
- Instrumental or vocal tuition unless requested by a parent/carer

5.2 Transport

The school will not charge for:

- Transport where the Local Authority has a statutory duty to provide it
- Transport arranged by the governing board or Local Authority to enable pupils to receive education
- Transport required to meet an examination requirement

5.3 Residential Visits

The school will not charge for:

- Education provided during school hours on a residential visit
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A prescribed examination syllabus
 - Religious Education
- Supply teachers covering staff accompanying pupils on residential visits

However, charges may be made for board and lodging (see Section 6).

6. Where charges can be made

6.1 General

Charges may be made for:

- Materials or equipment where the parent/carer wishes the child to own them
- Optional extras
- Music and vocal tuition (see 6.3)
- Certain early years provision
- Community facilities

6.2 Optional Extras

Optional extras include:

- Education provided outside school hours that is not part of statutory curriculum requirements
- Board and lodging on residential visits
- Extended day services (e.g. breakfast club, after-school clubs)
- Transport not covered by statutory provision

Charges for optional extras:

- Must not exceed the actual cost of provision
- Must be divided equally among participating pupils
- Must not subsidise other pupils
- Require parental agreement

Charges may include:

- Materials, books, instruments or equipment
- Buildings and accommodation
- Staffing costs (including supply staff engaged specifically for the activity)
- Insurance
- Travel

6.3 Music Tuition

Charges may be made for instrumental or vocal tuition provided at the request of a parent/carer.

Charges cannot be made if:

- The tuition is part of the National Curriculum
- It is provided under the Key Stage 2 First Access programme

Charges will not exceed the cost of provision.

The Governors' Finance Sub-Committee reviews music tuition charges annually (March review for September implementation).

6.4 Residential Visits

The school may charge for board and lodging on residential visits. Charges will not exceed the actual cost incurred.

Cancellation Policy:

If a place is cancelled and cannot be filled, parents may be liable for any irrecoverable costs incurred by the school.

6.5 Other Charges

The school may also charge for:

- Before and after school provision and nursery day care
- Ingredients or materials where parents request ownership of finished products
- Deliberate damage to school property
- Stationery or publications sold via the school office

7. Voluntary contributions

The school may request voluntary contributions to support activities that would otherwise be unaffordable.

- There is no obligation to contribute
- No pupil will be excluded because of inability or unwillingness to pay
- Communications will clearly state that contributions are voluntary

If insufficient voluntary contributions are received, the activity may be cancelled.

8. Activities we charge for

The school currently charges for:

- Breakfast Club
- After-school clubs
- Nursery provision
- Peripatetic music tuition
- Residential visit board and lodging
- Replacement or repair of deliberately damaged property

Charges are calculated based on actual costs incurred, including staffing, materials, accommodation and insurance where applicable.

Charges are reviewed annually and communicated to parents/carers in advance of the new academic year.

9. Remissions

The Governing Body is committed to ensuring that financial hardship does not prevent participation.

Remissions may be applied at the discretion of the Headteacher or Governing Board.

All applications will be treated confidentially.

9.1 Residential Visits – Statutory Remission

Parents/carers who are in receipt of any of the following benefits are entitled to full remission of board and lodging charges 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 (subject to income threshold and not receiving Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit (income threshold applies)

9.2 Discretionary Remission

In cases of hardship:

- Partial or full remission may be granted
- A contribution (normally up to 50%) may be requested where appropriate
- The Headteacher may authorise additional remission from delegated or contingency funds

Governors will receive anonymised reports where appropriate.