

Charging and Remissions Policy



Approved by:	SLT
Last reviewed on:	September 2025
Next review due by:	September 2026

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](#).

This policy complies with our funding agreement and articles of association.

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 governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

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 Southey Green Local Governing Board

Monitoring the implementation of this policy has been delegated to Southey Green Local Governing Board

4.2 Headteachers

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

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that 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.

4.4 Parents/carers

Parents/carers 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/carer.
- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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/carer wishes the child 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

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
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA 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/carers 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 that 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/carer.

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 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/carers to fund activities that would not otherwise be possible.

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

- School trips and visits
 - Contribution requests vary dependant on the school trip.
 - The school endeavour to give as much notice as possible to parents regarding the cost of school trips.
 - A contribution plan can be implemented for parents.
 - If the school is unable to raise enough funds for an activity or visit then it will be cancelled.
- Visitors in school – authors, pantomimes
- Sporting Events

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

8. Activities we charge for

The school will charge for the following activities:

- Breakfast (Menu on the school website.)
 - Children do not pay to attend breakfast club. Children from Y3 onwards can attend unsupervised and children below year 3 must be accompanied by an adult.
 - Charges cover the food costs
- School Dinners
 - There is no charge to children who are entitled to free school meals infant school meals.
 - Children who are not entitled to free school meals will be charged. The cost of a school meal will be £2.95 per meal, per day from 2nd September 2025.
 - Children moving from year 2 into year 3 are not entitled to universal free school meals.
 - Parents/carers should ensure that there is money on your child's dinner account so that it does not fall in to arrears.
 - The school office will monitor payments and make contact if monies fall into arrears.
 - Payments are made over Parent Pay
- Additional nursery sessions – outside of the funded hours

Delivery of the 15 and 30 hours free entitlement is as follows:

- The sessions the school offers are:
 - Morning session 8:30am – 11:30am
 - Afternoon session 12:15pm – 3:15pm
 - Monday- Wed (2 half days)
 - Wed- Friday (2 half days)
 - Monday- Friday (30 hours) **Only if eligible**

15-hour funded - If your child is accessing 2.5 days of our nursery provision, their session will run from 8:30am – 2:30pm for the 2 full days and either 8:30am to 11:30am for the AM half day or 12.15-3.15 for the PM half day.

30-hour funded – If your child is accessing 5 days of our nursery provision, their session will run from 8:30am- 2:30pm Monday-Friday.

Full days 8:30 am – 2:15pm, children stay for lunch which must be brought from home.

- If parents wish for their child to stay in setting until the end of the school day, there will be a charge of £3.80 per session to accommodate for the remainder of the afternoon (45-minute session). This will mean that parents can collect at 3:15pm alongside children attending for the afternoon sessions.
- We ask that parents inform the nursery of their intentions of whether they would like to collect at 2:30pm or pay for the additional 45 minutes and collect at 3:15pm so that the staff can plan accordingly.

- Parents will be invoiced termly therefore the sessions can only be changed each term going forward and days cannot be swapped due to staffing ratios.
- Payment must be made a week in advance. The deadline for payments are on a Friday morning each week.
- Payments can only be made direct to Nursery Via parent pay- you will receive a letter to activate this online.
- Monthly Payment/Payment for multiple Weeks- these can be made in advance.
- ONLY TWO LATE PAYMENTS in any one term will be permitted per child. This is non-negotiable and your child place will automatically be cancelled upon a third late payment. A letter will be sent informing you of this should the circumstance arise.
- Reductions will be made to your weekly payment in the case of any training days
- No refund can be given if a child is absent due to illness. Unfortunately, a place has been booked and reserved for the child and therefore is must be paid for.
- Holidays- 4 weeks' notice must be given in writing in order for payment to be waived. Parents should provide inclusive dates when your child will be on holiday and therefore not require their sessions.
- Parents should also inform the Nursery that your child will be absent due to appointments.
- When parents choose to pay for extra sessions, these will be rolled over from term to term unless they tell us otherwise. They may cancel your child's place at any point by giving one month's notice in writing.
- Late collection - parents collecting their child after 2:30pm / or the end of their session will be charged for any additional time owing. This will be added to the child's parent pay account and there will be an expectation that payments are kept up to date.
- Breakages
 - The financial cost relating to breakages/damages are recoverable from parents and can be pursued as a civil debt.
 - A charge will also apply for the loss or damage of school equipment which is placed under the responsibility of the parent/child and may be taken off the premises e.g. laptop, reading books
- Lettings / use of facilities
 - Under no circumstances will lettings be subsidised from resources provided for students' education.
 - Facilities will only be let where they are not needed for purposes of education during that time.
 - The charge is negotiated between the school and the prospective tenant using the Trust Proforma Hire Agreement. This will include the cost of hire of a space and any related facilities used.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy.

The Trust will consider the remission of charges to parents or carers who find themselves in financial difficulties and who are in receipt of low income support payments such as those allowances aligned with free school meal eligibility criteria (e.g. universal credit). The parent / carer may apply to the school for financial support towards the cost of charges and this will be considered by the headteacher. This will be dealt with confidentially.