

## Context

This policy sets out clear processes for charging and remissions and the types of activity that can be charged for and when charges will be made. The policy is based on advice from the Department for Education (DfE)<sup>1</sup> and the Education Act 1996.<sup>2</sup>

We define 'charge' as: a fee payable for specifically defined activities

We define 'remission' as: the cancellation of a charge which would normally be payable

## Schools can charge for:

### Education

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

### Before and After School Care

- Breakfast Club and After School Club charges are calculated in relation to staffing, resources, building and insurance costs.

### 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 exam at the school
- Transport other than described as above
- Board and lodging for a residential visit
- Extended day services offered to pupils (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
- 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 but whose parents are unwilling or unable to pay the full charge.

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<sup>1</sup> [Charging for school activities - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<sup>2</sup> [Education Act 1996 \(legislation.gov.uk\)](http://legislation.gov.uk)

# Charging and Remissions Policy



In cases where the 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 part of the national curriculum, provided under first access to the Key Stage 2 instrumental and vocal tuition programme, for a looked after pupil

## Residential Visits

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

## Schools cannot charge for:

### Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided out of 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 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

*As an exception, we can ask for voluntary contributions from parents to fund activities during school hours that may not otherwise be possible – e.g. 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 we cannot raise enough funds to cover the cost, then the activity will be cancelled.*

## Transport

- Transporting pupils to and from the 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

## 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 to cover for teachers who are on the educational visit

# Charging and Remissions Policy



## Remissions

Parents who can prove that they 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1.4.2018, the family's income must be less than £7400 per year – after tax and not including any benefits)

## Policy

### The Governing Body will:

- Delegate responsibility for the monitoring of this policy to the Resources Team
- The Resources Team will review this policy on an annual basis
- The Resources Team will review charges for Breakfast and After School Club on an annual basis

### The Headteacher will:

- Ensure staff are familiar with the policy
- Check that it is being applied consistently

### Staff will:

- Implement the policy consistently
- Notify the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

### Parents are requested to:

- Inform the School Business Manager of any concerns or queries regarding this policy

### How will we know it's working?

- Monitoring by the Resources Team

### For more information ...

See footnotes

Approved by Governors	June 2023
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# Charging and Remissions Policy


