



<b>Name of School</b>	<b>Chieveley Primary School</b>
<b>Document</b>	<b>Charging and Remission Policy</b>

<b>Document Control</b>	
<b>Document Name</b>	Charging and Remission Policy <b>(DRAFT)</b>
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## Rationale

Certain school activities can depend on two different kinds of parental financial support: under some circumstances the school can *charge* parents if they wish their child or children to undertake optional activities, or, alternatively a *voluntary contribution* can be requested towards the cost of an activity.

Generally speaking, charges can only be made for *optional* activities, whereas some other activities for *all* pupils in a group may only be possible with the help of voluntary contributions.

## Purpose

This policy determines the framework in which the school may charge pupils.

## Management of policy

**School:** This policy is implemented and managed by the Headteacher.

**Finance Committee:** Approved by the Governors' Finance Committee on 11<sup>th</sup> November 2025

**Governing Body:** Approved by the Full Governing Body on \*\*\*\*\*

**Next review due:** October 2026

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## 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.

## 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 Body

The Governing Body 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 Body also has overall responsibility for monitoring the implementation of this policy.

### 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 Body 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
- 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 LA or Governing Body 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 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, visitors to school eg workshops
- Sporting activities
- Food activities

In general, such activities are not optional; parents are not required to choose whether their child or children will take part in these activities, which will have been approved by the Headteacher as suitable parts of the School's education provision. The only exception here is that parents have the right to withdraw their child/ren from any religious education activity. However, it may be that the activity can only take place if sufficient funds are available to cover the overall costs for the relevant class or group.

In such cases, parents may be asked for a *voluntary contribution* to help towards the costs of providing such activities that are approved by the Governors. Although the matter of a contribution will not be a factor in deciding whether a particular pupil participates in such an activity, the school reserves the absolute right to determine whether the level of contributions is sufficient to enable the activity to take place. Essentially this means either sufficient funds are raised for the whole class or group to participate, or the activity will be cancelled for the whole class or group. Importantly, no pupil will be left out of an activity that is taking place in school time or as part of the essential curriculum because their parents cannot or will not make a contribution. Once a parent has agreed that a child can take part in an activity and the activity has been planned and cost determined, money will not be able to be refunded unless their request is accompanied by a letter from a doctor.

The Headteacher will request approval from the Governors for any trip where the voluntary contribution per pupil is over £100.

The school reserves the right to ask for contributions towards the cost of replacement items incurred as a result of breakages, loss or damages to books, materials, equipment etc..other than by fair wear and tear.

**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.**

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:

- Before and after-school clubs (charged by our third party supplier)
- Practical activities where the parent/carer has indicated that they wish to own (take home) or consume the finished product.

## **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 Governing Body and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents/carers who can prove they are in receipt of any of the following benefits will be able to apply for financial support to contribute towards 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)