RADFORD SEMELE
CofE PRIMARY SCHOOL
A family of learners expecting the best

May we have life to the full
John 10:10

Charging and Remissions Policy

Approved by:	FGB	**Date:** 23.9.2020
Last reviewed on:	July 2026	
Next review due by:	July 2027	

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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 be made

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 449-462 of which set out the law on charging for school activities in maintained schools 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 The Headteacher

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

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to:

- Make payment in a timely manner for any chargeable activities or voluntary contributions that they have agreed to; and
- 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 the school 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, where this is being taught as part of the national curriculum
- Entry for a prescribed public examination if the pupil has been prepared for it 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 Body or local authority has arranged for pupils to be educated

5.3 School Trips

- 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 those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the school 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 below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision

- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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, 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 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

The school 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 Residential visits

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

Board and lodging
When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost (see section 9 for more guidance on remissions).

Travel
Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities
The school may charge for residential activities that fall **outside** of school hours.

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 that will enrich our pupils' education during school hours which would not otherwise be possible.

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

- School trips to enhance curriculum provision
- Visitors into school
- Costs of ingredients for cooking or tasting
- Swimming lessons

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled, all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Voluntary contributions will never exceed the actual cost of the activity divided equally by the number of children participating and parents will only ever be asked to cover the cost of their own child.

8. Activities this school charges for

The school will charge for the following activities:

- **Breakfast and After-School Club**: To cover the costs of room hire, insurance, refreshments, resources and staffing
- **Externally provided extra-curricular clubs**: To cover the fees from the external provider, usually paid direct

- **Instrumental music tuition**: To cover the cost of the teacher, usually paid direct
- **Residential trips**: To cover the costs of transport, accommodation, activities and insurance
- **Damage to property and breakages:** Where school property has been wilfully or recklessly damaged by a student or parent, or other person, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation

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.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing body and Headteacher.

The school will give consideration to the remission of charges relating to pupils who are eligible for pupil premium funding. Remission of charges will also be considered for other pupils in exceptional circumstances and on a case-by-case basis. Where the remission of charges applies, funds may be taken from Pupil Premium funding, the School Fund or a local charity which supports families in need.

Families of children who are eligible for the remission of charges will be dealt with confidentially.

Parents of children who are in receipt of Pupil Premium funding may be offered a reduction in the cost of board and lodging for residential visits.

10. Monitoring arrangements

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

This policy will be reviewed by the Governing Body annually.