Charging and Remissions Policy

Approved by: Governors Approved: **September 2025**

STA Contact: Headteacher Revision due: **September 2027**

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 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

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 the Headteacher.

Headteacher

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

Staff

Staff are responsible for implementing the charging and remissions policy consistently.

They are also responsible for notifying the Headteacher of any specific circumstances which 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.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. School Charging

Education

The school cannot charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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

The school can charge for:

- 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, with parental permission
- Community facilities

Exams

The school cannot charge for:

- 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. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

The school can charge for:

- The published exam cost from the exam board if a student does not attend an examination they have been entered for without a medical or similar letter from a professional with a clear reason as to why they could not attend the examination

Optional extras

Charges may be made for some activities known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school hours* that is not:
    a) part of the national curriculum
    b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
    c) part of Religious Education

**School hours: where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.*

- 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 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary contributions

The school is able to ask for voluntary contributions for the benefit of the school or any school activities which would not otherwise be possible.

Commented [MS1]: It seems unnecessary to state this

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 the school is unable to raise enough funds for an activity or visit, it will be cancelled.

Music tuition

The school cannot charge for:

- teaching that is an essential part of the national curriculum
- a pupil who is looked after by a local authority

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.

Transport

The school cannot charge for:

- 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 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

The school cannot charge for:

- 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

The school can charge for:

- board and lodging, but the charge must not exceed the actual cost.

Commented [MS2]: This is already mentioned in optional extras

6. Remissions

In some circumstances the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Students whose parents/carers are in receipt of any of the following support payments, in addition to having a free school meal entitlement may be exempt from paying the cost of board and lodging for certain residential visits. This should be queried by the parent or carer prior to any trip taking place to allow the school to budget the residential visit correctly as remissions cannot be applied after the visit has taken place:

- 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
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Commented [MS3]: These benefits ended in April 2025

Refunds

Commented [MS4]: I saw this section on another school's policy and thought it as a good addition

- Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.
- In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the trip leader. If approved, refunds will be processed via the original method of payment.
- The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a student's breach of the school's behaviour policy

Damage to property and breakages

Commented [MS5]: Again, I saw this on another school's policy and thought it was a good addition

- Where school property has been wilfully or recklessly damaged by a student or parent/carer the school may charge those responsible for some or all the cost of repair or replacement.
- Where property belonging to a third party has been damaged by a student, and the school has been charged, the school will charge some or all the cost to those responsible.
- Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

7. Monitoring arrangements

- The Finance Manager monitors charges and remissions, and ensures these comply with this policy.
- This policy will be reviewed by the Finance Manager annually.
- At every review, the policy will be approved by the Headteacher as delegated under section 4. Roles and Responsibilities.