BROCKSWOOD PRIMARY & NURSERY SCHOOL

LEARNING TOGETHER - ACHIEVING TOGETHER

Charging and Remissions Policy

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Based on Charging and remissions Model Policy (Aug 26); downloaded Sept 26

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2. Aims

The Governing Body wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parent's ability to pay.

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

3. 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.

4. Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

5. 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 has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the School Business Manager.

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:

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- 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.

6. 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

7. 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

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- 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 can 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 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.

Any charge will not include the cost of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Parental agreement to participation in the optional extra, and a willingness to meet the charges, 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 both in or out of school hours, 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

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6.4 Residential visits

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

Where a residential visit forms part of the National Curriculum, we will not exclude a pupil because their parent or carer cannot, or refuses to, pay or make a contribution to the board and lodging charge. We will consider if the costs can be covered from within the budget or by fundraising and seek to reach an agreement with the parent/carer so that the pupil can still take part. In some cases, it may be necessary to cancel the visit.

When we inform parents/carers about a forthcoming visit, we will make it clear that parents/carers who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

8. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school can ask for voluntary contributions from parents/carers to fund activities for the benefit of the school or any school activities that would not otherwise be possible.

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

- School Trips, Workshops and Off-Site Sporting Activities.
- Activities organised by the school (during school hours). The contribution will be to cover the cost of the activity. No child will be excluded from participating in the activities because of non-payment of the contribution, but it is necessary that a substantial number of parents contribute before the activity can go ahead. If sufficient voluntary contributions are not forthcoming, the school will need to consider whether the activity can take place.

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. All pupils will have an equal chance to participate in an activity or visit regardless of whether their parents or carers contribute.

Our procedures for allocating places on school visits will be set out clearly to parents/carers.

When requesting voluntary contributions we will make it clear to parents/carers at the outset if the activity cannot be funded without voluntary contributions. We will also make it clear that contributions are not compulsory. We will not send communications when requesting contributions in a way that may make parents/carers feel pressured to pay, for example by sending colour-coded letters or direct debit or standing order mandates.

If the school is unable to raise enough funds for an activity or visit, it cannot be funded from other sources, then it will be cancelled. This will be made clear to parents/carers.

9. Activities we charge for

The school will charge for the following:

- Activities occurring partly during the school day and partly out of school hours. Charges will be made for the time outside school hours, and for board and lodging on a residential journey. The Head Teacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will remit those they feel are necessary from the school's budget.
- The headteacher will consider, and the school may charge for, the following: The cost of repair and/or replacement of items loaned and subsequently damaged or lost.
- Damage to property and breakages:
- Some or all the of the costs to repair or replace school property that has been wilfully or recklessly damaged.
- Some or all the of the costs to repair or replace property belonging to a third party that has been damaged.

For regular activities, the charges for each activity will be determined by the governing board and reviewed each term. Parents/carers will be informed of the charges for the coming term at the end of each term.

Calculation of charges:

- The school will never seek to profit from any charges for school events; however, it is important that the costs of each event are fully covered by the charges.
- Costs will be based on the total of all predicted expenses divided by the number of pupils expected to take part, rounded up to the nearest 50p. The cost will be submitted to the Headteacher for approval before sending requests to parents.

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- At the end of each event any surplus or deficit will be calculated on the costing sheet and confirmed in the account records.
- Any surplus of less than £3 per pupil for day visits and £6 per pupil for school journeys will be retained in school funds. Parents will be informed of any amount above those stated and offered a refund which will need to be claimed back within a period of 2 weeks. After this period, any claims not made will result in the surplus being retained in school funds.
- If a trip is cancelled a full refund will be given. If a child is unable to attend due to medical grounds, a doctor's letter or certificate must be provided in order for the school to make a refund.

10. 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 board 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 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 (ESA)
- 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 (regardless of annual net income)Children eligible for free school meals (FSM), including under the expanded criteria from September 2026, will also be eligible to have the cost of board and lodging remitted on residential visits. This includes parents/carers whose child is already known to the school to be currently eligible for FSM.

Parents/carers who have no recourse to public funds (NRPF) may be able to receive FSM for their child, subject to maximum income thresholds. Where this is the case, they will also be exempt from paying the cost of board and lodging for residential visits.

Where a pupil becomes newly eligible for FSM after their parent/carer has already paid for board and lodging on a residential visit, we will refund the amount paid provided their child's entitlement is in effect before the visit takes place.

11. Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed & approved by the Headteacher annually.

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