



Belswains Primary School

Charging and Remission Policy

AGREED BY THE HEADTEACHER

Spring Term 2025

NEXT REVIEW DATE

Spring Term 2028

DW Reviewed: 5 March 2025

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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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 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 Resource Committee.

Monitoring the implementation of this policy has been delegated to the Resource Committee.

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, but a voluntary contribution may be requested:

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
 - 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

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 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
 - 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

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
 - Religious education
- › 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.

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, workshops, sporting activities and residential trips, this list is not exhaustive.

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.

Parents/carers who have trouble with making voluntary contributions are invited to discuss their circumstances with the headteacher or school business manager.

8. Activities we charge for

The school will charge for the following activities: Breakfast Club and After School Clubs, including sports clubs. This list may change without notice.

The school only charges for costs and does not make a profit from the activity. All fees are regularly reviewed for correctness.

For regular activities, the charges for each activity will be determined by the governing board and reviewed annually in the Summer term. Parents/carers will be informed of the charges for the coming year at the beginning of each academic year.

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 board and will depend on the activity in question.

The school has a discretionary Pupil Premium office credit of £100 per pupil per school year, to be used for trips, clubs, activities/workshops, or uniform for those families who have applied for and been awarded Pupil Premium under the one of the following criteria:

- › 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 are 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)

Further support for families in receipt of Pupil Premium is awarded for residential experiences which is arranged annually.

If you feel you are eligible to apply for Pupil Premium funding, please contact the school office who will support you in the process.

10. Payments

As a school we endeavour to be a cashless site, so all payments made to the school are via ARBOR or Bank (BACS) transfer to the school.

11. Refunds

Below we have outlined how refunds for the range of school activities would work, it is not an exhaustive list.

Day and residential trips: where an activity makes an unexpected surplus the school will make a refund where the surplus is either:

- i) 5% or more of the total cost per person, or ii) £5 or more per person

Where a refund is offered, a covering letter will indicate that a surplus of £x has been made and that if the parent/carer would like to take advantage of it they should contact the school office by a particular date. If the school is not contacted by that date, it will be assumed that the refund has been donated to school funds. All refunds will be made either by BACS or as an Arbor System credit.

If there is a small surplus made that is under the 5% per person or £5 per permission, the surplus will be aligned to be taken off the next trip for the class in question or added to the class budget for items to be purchased for the class.

Day and residential trips: refunds will not be made if a child is absent from school for whatever reason (e.g. illness or exclusion) unless the school can recover the cost from the provider (e.g., coach company or venue).

Milk: An external company supplies milk; no money is received by the school for milk and therefore no refunds from the school will be applied. Individual company policies need to be considered at the time of sign up.

School meals: where parents/carers have paid in advance for their child's school meal and the child is then absent from school, the amount will be credited to that child's Arbor account.

Music tuition: External companies supply music tuition; no money is received by the school for these sessions and therefore no refunds from the school will be applied. Individual company policies need to be considered at the time of sign up.

Internally organised school clubs: An internally organised school club is, in general, those clubs where payment is made via Arbor. There are no refunds given for clubs that are signed up for and then spaces not utilised. If the school or provider cancels sessions, refunds will be offered via BACS transfer or school Arbor credit, (for payments made via tax-free childcare systems only Arbor credit can be offered). Refunds will only be offered in circumstances where the session cancelled cannot be re organised on another date. If a session

provider cancels and school staff still provide a club for the pupils on the date in question, no refunds will be given.

Externally organised school clubs: An externally organised school club is, in general, those clubs where payment is made directly to a provider. In these circumstances, no money is received by the school for these sessions and therefore no refunds from the school will be applied. Individual company policies need to be considered at the time of sign up.

11. Monitoring arrangements

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

This policy will be reviewed by the headteacher annually.

At every review, the Resource Committee will approve the policy.