Aldwyn Primary School

Charging and Remissions Policy

Policy Review	
Review Schedule	Annually
Implementation Date	Autumn 2026
Date of Next Review	Autumn 2027

Victorious Academies Trust

Success in education

Aldwyn Primary School

Charging and Remissions Policy

1. Introduction

All education during school hours is free, with the exception of individual or group music tuition. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

2. Aims

Our school aims to:

- Have a robust, clear process in place for charging and remissions
- Clearly set out the types of activity that can be charged for when charges are made
- Offer a range of activities and visits for our children, whilst minimizing 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 449-462 of which set out the law on charging for school activities in England.

4. Definitions

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

5. Roles and responsibilities

5.1 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 board also has overall responsibility for monitoring the implementation of this policy.

5.2 The Headteacher

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

5.3 Staff

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

5.4 Parents

Parents 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 the school cannot charge for:

6.1 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.
- Music tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- 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.

6.2 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 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.

6.3 Residential visits

Education provided on any visit that takes place outside school hours if it is part of:

- The national curriculum.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

7. Where charges can be made

Below we set out what the school can charge for.

7.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Extra curricular tuition,
- Certain early years provision
- Community facilities
- Optional extras (see below)

7.2 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 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.
- 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.

7.3 Extra curricular tuition

The school can charge for extra curricular tuition, such as music or sport, 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.
- For a pupil who is looked after by a local authority.

7.4 Residential visits

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

7.5 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 which would not otherwise be possible.

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

- School trips, sports activities, workshops and enrichment activities.

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 then it will be cancelled.

7.6 Loss of/ Damage to School Property

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour. School cannot accept liability for losses or damage to personal items.

8. Remissions

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

Parents whose children are in receipt of Pupil Premium will not pay the full cost of educational trips in accordance with the pupil premium strategy. In relation to the extended schools provision, we would arrange a payment plan to support families where reasonable circumstances arise resulting in the inability to pay. There may be remissions for extended school provision for vulnerable families who are in crisis for a fixed period, this will be considered on an individual basis.

8.1 Remissions for residential visits

Parents who are in receipt of the following benefits will be exempt from paying the full cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances.
- Income Support.
- Income Based Jobseekers Allowance.
- Child Tax Credit
- The guarantee element of State Pension Credit.

9. Monitoring arrangements

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

This policy will be reviewed every four years. At every review, the policy will be approved by governing body.

For further information

DfE link for charging in schools:
https://www.gov.uk/government/publications/charging-for-school-activities

DfE link for universal credit:
https://www.gov.uk/universal-credit