



CHARGING & REMISSIONS POLICY



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1. Aims

St. Edmund's CofE Primary School is committed to providing an inclusive and equitable education for all pupils. This policy outlines the school's approach to charging for additional services and support and the process for remission of charges for families experiencing financial hardship. The policy is underpinned by our school's Christian values of **respect** for all members of the school community and **responsibility** in the management of financial resources.

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

- * **Charges:** Fees or payments required for additional services or resources.
- * **Remissions:** The reduction or waiver of charges for families experiencing financial hardship.
- * **Voluntary contributions:** Suggested payments towards additional school resources or activities.

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.



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:

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

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

Charges may be made for additional services or resources that are clearly optional and for which there is a genuine parental choice. These charges will be kept to a minimum and will be used directly to fund the service or resource provided. The school will act with **responsibility** in determining the level of charges and ensure that they represent **fair** value for money.

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:

Learning through faith, we dream, believe and achieve.



- * 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. The school will use these contributions to enhance the educational experience for all pupils, demonstrating our commitment to **justice** and ensuring that all children have equal opportunities.

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.



8. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

The school recognises that some families may experience financial hardship. In such cases, parents/carers may apply for a remission of charges. The school will handle these applications with **compassion** and **perseverance** to reach a fair and equitable outcome. A confidential assessment will be carried out to determine eligibility for remission.

8.1 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
- * 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 – 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)

10. Monitoring arrangements

The office 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 policy will be approved by the [governing board]



11. Christian Value Links

- * **Respect:** Underpins the fair treatment of all families, transparency in financial matters, and valuing the contributions of all.
- * **Responsibility:** Highlights the school's duty to use funds wisely and to be accountable to the school community.
- * **Compassion:** Emphasises the need to support families facing financial hardship and to provide equal opportunities for all children.
- * **Perseverance:** Reflects the school's commitment to finding solutions for families experiencing financial difficulties.
- * **Truth and Trust:** Underlines the importance of honesty and openness in financial matters.
- * **Justice and Forgiveness:** Relates to the fair distribution of costs and the understanding that circumstances can change.