

John Perry Primary School



Charging and Remissions Policy

Approved by: School Governing Body

Last reviewed on: January 2024

Next review due by: January 2026



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](#).

This policy does not apply to charges made and determined by other organisations offering activities and services on school premises.

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 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 Head Teacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

4.2 Head Teachers

The Head Teacher 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 Head Teacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

4.4 Parents/carers

Parents/carers are expected to notify staff or the Head Teacher 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
 - 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 Body 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 Body 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 or after-school clubs)

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 Swimming

We do not charge for swimming lessons as part of the normal school curriculum delivered during school hours.

When swimming is offered as part of extended day services (i.e. after school club), a charge will be made.

6.5 Residential visits

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

7. Pupil Premium Pupils

As part of the school's Pupil Premium Statement, a proportion of our pupil premium entitlement is used to pay for the broader experiences including school trips and often specific trips just for Pupil Premium families, as well as the opportunity to take up an after-school club.

8. Damage/Loss to property

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher in consultation with the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

9. Other charges

The Headteacher and Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. , tuck shop or ingredients purchased for a catering lesson as part of the Design and Technology curriculum.

10. 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.

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.

11. Lettings

The Governing Body have decided to let the school premises to Bright Futures Kids Club Ltd, and out of school club-refer to lettings contract for further details.

12. Remissions

In some circumstances, the school may not charge for items or activities set out in section 6 of this policy.

Where parents are experiencing financial difficulty and unable to meet any of the charges of the school, parents/carers can apply in confidence to the HeadTeacher for the remission of charges in part or full. It will be at the discretion of the Head Teacher to make authorisation of remission.