

# **Upton Snodsbury CofE Primary School**



## **Charging and Remission Policy**

**Policy reviewed: 2025**

**To be reviewed: October 2026**

## Statement of intent

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Upton Snodsbury CofE Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE. We believe that pupils learn most effectively and achieve their best outcomes when they access to a variety of different opportunities when learning. This will support our school vision of “Where a love of learning grows’

'And above all these put-on love, which binds everything together in perfect harmony.' - Colossians 3:14

This policy is based on advice from the Department for Education (DfE) document *Charging for School Activities* and on sections 449–462 of the Education Act 1996, which set out the law on charging for school activities in maintained schools in England.

**No child is ever excluded from any activity because of inability to contribute to the cost.**

### Definitions:

**Charge:** A fee payable for specifically defined activities.

**Remission:** The cancellation or reduction of a charge which would normally be payable.

## **1. Our aims:**

- 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 be made.

## **2. Roles and responsibilities**

### **2.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

### **2.2 The headteacher**

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

### **2.3 Staff**

Our staff are responsible for implementing the charging and remissions policy consistently and notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

### **2.4 Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **3. Where charges cannot be made**

Below we set out what the school cannot charge for:

### **3.1 Education**

- Admission application
- 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 parents
- 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

### **3.2 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
- Transport provided in connection with an educational visit

### **3.3 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **4. Where charges can be made**

Below we set out what the school can charge for:

### **4.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### **4.2 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 fees if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than that required to take the pupil to or from school or other educational premises)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (e.g. breakfast clubs, 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 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 which is to be charged for.

#### **4.3 Music tuition**

The school may charge for vocal or instrumental tuition provided either individually or to groups of pupils, **where such tuition is provided at the request of parents**. Charges made will not exceed the actual 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

#### **4.4 Residential visits**

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

## 5. Voluntary Contributions

As an exception to the requirements set out in section 3 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- School trips
- Sports activities
- Workshops
- Visiting speakers
- Additional resources for after school clubs run by staff.

There is no obligation for parents to make any contribution, and no pupil will be excluded from an activity if their parents are unwilling or unable to pay. The school will ensure that communication about voluntary contributions clearly states that contributions are voluntary and that all pupils will be treated equally, regardless of whether a contribution is made.. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## 6. Activities this school charges for

The school will charge for the following activities:

Wrap around Care, after-school and sports clubs.

## 7. Remissions

In some circumstances the school may not charge for items or activities set out in sections 4 and 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

## 8. Remissions for residential visits

Parents who can prove they are in receipt 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 are not also entitled to Working Tax Credit and have an annual gross income **below** the current threshold set by HMRC)
- have an annual gross income above the current threshold
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for
- Working Tax Credit
- Universal Credit

Proof of eligibility will be required before any remission is applied.

**Monitoring and Review**

This policy will be reviewed annually by the governing board and updated in line with any changes to statutory guidance.