

Cumberland Infants and Little Cumberland Pre-School

Charging and Remissions Policy



Approved by: Board of Governors	Date: 25.11.25
Review Frequency: Annually	Statutory requirement: Yes
Last Reviewed : November 2025	Next Review due: November 2026

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

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](#).

Definitions

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

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy.

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

Headteachers

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

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.

Parents/carers

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

Where charges cannot be made

Below we set out what we **cannot** charge for:

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

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

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

Where charges can be made

Below we set out what we **can** charge for:

Education

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

Optional extras

We can 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 such as extra curricular clubs.
 - 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)
- 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 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.

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
- For a pupil who is looked after by a local authority

Voluntary contributions

As an exception to the requirements set out in the section where charges cannot be made 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 visits
- Visiting workshops e.g. circus skills
- Author visits

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.

Activities we charge for:

The school will charge for the following activities:

Breakfast and After School Club - The school makes charges for the BASC in accordance with the Terms and Conditions stated in the contract agreement signed by the parents.

Little Cumberland Pre-School - The school makes charges for the Little Cumberland Pre-School in accordance with the Terms and Conditions stated in the contract agreement signed by the parents.

Extra-curricular clubs after school and during lunchtime that are run by external providers e.g. Karate and football or run by staff but require materials e.g. Art

Individual and class photographs taken by external provider and parents/carers are aware that there is no obligation to purchase them.

Remissions

In some circumstances, the school may not charge for items or activities mentioned above. This will be at the discretion of the governing board and will depend on the activity in question.

Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the governing board.