

LONDON BOROUGH OF HAVERING

**Brady Primary School
PRIMARY SCHOOL**



CHARGING AND REMISSION POLICY

Autumn 2025

CHARGING AND REMISSIONS POLICY

Any charges made by the school must meet the requirements of the Education Act 1996 and the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. The governing body of this school endorses the guiding principles contained in the Act and Regulations, in particular, that no pupil should be denied access to the curriculum as a direct result of a charge being levied.

AIMS:

- The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education and wishes to promote and provide such activities both as part of a broad and balanced curriculum and as additional, optional activities for the pupils.
- The governing body wish to establish and maintain a fair and coherent system of charges within the constraints of the School Budget.

PRACTICE:

- Charges will not be made for any activities which form part of a prescribed examination syllabus or are required by the National Curriculum.
- Activities which are wholly or mainly within school hours should not normally be chargeable. However, instrumental music tuition and/or loan of instruments may be compulsorily charged, unless it is part of a public examination or National Curriculum course.
- In practical subjects, parents may be asked for the full or partial cost of material or ingredients, if they have indicated in advance that they wish to own the finished product.
- Voluntary contributions may be invited for trips which take place mainly within school hours. No pupil will be excluded because of inability to pay, but the school will need to consider the viability of any trip where the level of contribution does not meet the budgetary requirements.
- Trips which take place mainly out of school hours are chargeable.
- Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.
- Insurance costs will be included in charges for trips or activities.
- In cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity.
- School Budget will not be used to subsidise such support/remission.
- Pupil premium allocation will be used to support associated children with visits and trips.
- In the event of a profit being made, at or above a threshold of £5 per pupil, this balance would be reimbursed to parents.

It is the policy of our school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A / B (see below)
Day Visits / Trips	Requests for voluntary contributions will be made	Remission for category A / B (see below)
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	e.g. - clay model – a charge to cover the cost of the clay.	
A contribution to help the school cover the cost of ingredients in cooking activities		
Child care by attendance at the school Breakfast Club and / or After School Club		Remission for category A / D (see below)
Extended sessions / child care in the Nursery		Remission for category D (see below)

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of:

- 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 they are 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 they stop qualifying for Working Tax Credit
- Universal Credit - if they've applied on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits they get)
- Children for whom the school receives Pupil Premium funding

Additional categories of parents may claim help with some costs in the following circumstances:

Category B

- Families not in receipt of the benefits listed in Category A above, but who nonetheless feel unwilling or unable to pay due to financial constraints. Parents in this category should discuss their concerns about charges with the Headteacher. Decisions about remission will be made on a case by case basis.
- Examples of families in this category would include those families with more than two children incurring simultaneous charges for school activities.

Category C

- *Circumstances that are not included in the categories above for which the Governing Body may deem to be a special case for consideration.*

Children of staff requiring childcare (Nursery / Breakfast & After School Club):

Category D

- Staff shall be charged half price for BASC fees.
- Staff shall be given a maximum of £10.00 per day off the total cost of Nursery fees incurred.