

West Exmoor Federation



Charging and Remissions Policy

July 2026

West Exmoor Federation - Charging and Remissions Policy

Introduction

The purpose of the Policy is to ensure that there is clarity over those items which the federation will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

Responsibilities

The Governing Body of the West Exmoor Federation are responsible for determining the content of the policy and the Executive Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Resources Committee. The Executive Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually to ensure that it meets with current guidance from the Department for Education.

Prohibition of Mandatory Charges

The Governing Body of the West Exmoor Federation recognise that the legislation prohibits mandatory charges for the following:

- 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
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated

Voluntary Contributions

We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The Executive Headteacher or teacher will also make it clear to parents that there is no obligation to make any contribution.

No pupil will be prevented from participating because their parents/carers cannot or will not make a contribution. However, if insufficient funds are available, it may be necessary to curtail or cancel activities or trips.

From time to time, we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge and in these circumstances the federation may ask for a voluntary contribution from parents.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

Education partly during school hours

A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not

part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Music Tuition

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

Residential Trips

There will be **no charge** for:

- 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;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - part of religious education;
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The federation **will charge** for:

Board and lodging (the charge will not exceed the actual costs);
Transport;
Experiences that enhance, rather than deliver, the National Curriculum.

Remission

When parents/carers are informed about a forthcoming visit, it will be made clear that parents/carers who suffer financial hardship may be subsidised in accordance with need, as identified by the Executive Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the Headteacher.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

Policy version:

This policy was determined by the Governing Body in July 2019. It will be reviewed and determined annually.

Further Information

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency