

Bradfield Primary School

Charging and Remissions Policy



Aims

Our school is committed to ensuring that all pupils have access to a broad and balanced curriculum and to a wide range of opportunities beyond the classroom.

This policy aims to:

- set out the activities for which charges may be made
- explain when charges will not be made
- outline the circumstances in which remissions may apply
- ensure that charging arrangements are fair, transparent and consistent
- avoid placing unnecessary financial pressure on families

Legislation and guidance

This policy is based on the Department for Education's current guidance on charging for school activities, [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England and current legislation and statutory guidance relating to maintained schools in England

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge that would normally be payable, usually where a family meets the relevant eligibility criteria

Roles and responsibilities

The governing body

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

The governing board may delegate responsibility for approving the policy to a committee, an individual governor or the Headteacher, where appropriate.

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

The Headteacher

- ensuring that staff are familiar with this policy
- ensuring the policy is applied consistently
- making sure any charging arrangements are communicated clearly to parents and carers
- considering any queries or exceptional circumstances brought to their attention

Staff

Our staff are responsible for:

- implementing this policy consistently
- following school procedures when planning visits, clubs or activities that may involve charges
- notifying the Headteacher if they are unsure whether a charge may apply
- seeking clarification before agreeing any activity that could involve a financial contribution from parents or carers

The senior leadership team will provide staff with appropriate training in relation to this policy and

its implementation.

Parents

Parents and carers are responsible for:

- reading information sent home about activities that may involve a charge
- making payments by the stated deadlines where a charge applies
- notifying the school if they have any concerns or queries about charging or remissions

Activities for which the school cannot charge

The school will not charge for the following:

Education

- admission applications
- education provided during school hours, including the supply of any materials, books, instruments or other equipment needed for that education
- 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

Examination Entries

The school will not charge for:

- entry for a prescribed public examination where the pupil has been prepared for it at the school
- re-sits for prescribed public examinations where the pupil has been prepared for the re-sit(s) at the school

Instrumental and vocal tuition

The school will not charge for instrumental or vocal tuition provided:

- during school hours, where it is part of the curriculum
- for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent or carer

Transport

The school will not charge for transport:

- to or from the school premises where the local authority has a statutory duty to provide transport
- to other premises where the governing board or local authority has arranged for pupils to be educated
- that enables a pupil to meet an examination requirement when the pupil has been prepared for that examination at the school
- provided in connection with an educational visit that takes place during school hours and is part of the curriculum

Residential visits

The school will not 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
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - religious education
- supply teachers used to cover for teachers who are absent from school while accompanying pupils on a residential visit

Activities for which the school may charge

The school may charge for the following:

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

Optional extras

The school may charge for activities known as **optional extras**. These are activities provided at the request of a parent or carer, or activities which are outside the scope of the items listed in section 5.

Optional extras may include:

- education provided outside school hours 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 where the pupil has **not** been prepared for the examination at the school
- transport, other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be educated
- board and lodging for a pupil on a residential visit
- materials, ingredients or components used in practical subjects where parents or carers have indicated in advance that they would like their child to take home the finished product
- extended day services offered by the school, such as:
 - breakfast clubs
 - after-school clubs
 - tea clubs

- supervised homework sessions

Where charges are made for optional extras:

- the charge will not exceed the actual cost of providing the activity
- the cost will be divided fairly between participating pupils
- the charge will not include any subsidy for pupils whose parents or carers are unwilling or unable to pay
- where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for pupils who do not participate
- parental agreement must be obtained before an optional extra charge is applied

When calculating the cost of an optional extra, the school may include:

- materials, books, instruments or equipment provided in connection with the activity
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide the optional extra, including supply staff used specifically for that activity
- the cost, or an appropriate proportion of the cost, of teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra

Materials and equipment that pupils take home

The school may charge for any materials, books, instruments or equipment where the child's parent or carer wishes them to own the item.

Examples may include:

- finished practical products with reusable components
- materials for craft, technology or design activities where the finished item is taken home

Music tuition

The school may charge for vocal or instrumental tuition provided either individually or in groups, where the tuition is provided at the request of the pupil's parent or carer.

Charges will not exceed the actual cost of provision, including the cost of staff providing the tuition.

Early years provision

The school may charge for certain early years provision, where permitted by law and current guidance.

Community facilities

The school may charge for activities or facilities made available to the wider community, where permitted by law and approved by the governing board.

Voluntary contributions

The school may request voluntary contributions to support activities that take place during school hours and which would not otherwise be possible.

Examples may include:

- class trips
- residential visits
- visiting authors, performers or workshop leaders
- educational experiences brought into school, such as theatre productions or drama workshops

When voluntary contributions are requested:

- there is no obligation for parents or carers to contribute
- no pupil will be excluded from the activity because their family is unwilling or unable to contribute
- if insufficient voluntary contributions are received, the activity may be cancelled

Residential visits

The school may charge for:

- board and lodging on residential visits, but the charge will not exceed the actual cost
- education and activities provided on residential visits that take place outside normal school hours and are not part of the National Curriculum, a prescribed public examination syllabus or religious education

Activities this school charges for

For regular activities, the charges for each activity will be determined by the governing body and reviewed in each year.

NB Some clubs are operated by external providers on the school site before or after school hours. It is the external provider who charges for these activities, not the school.

Remissions

In some circumstances, the school may waive charges or offer a remission. This will be at the discretion of the governing board and will depend on the activity in question, unless a remission is required by law.

Remissions for residential visits

Parents and carers who can evidence that they are in receipt of the relevant benefits may be exempt from paying the cost of board and lodging for residential visits.

The relevant benefits are:

- Universal Credit, in prescribed circumstances
- Income Support
- Income-Based Jobseeker's Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income is within the prescribed threshold
- the guarantee element of State Pension Credit
- an income-related Employment and Support Allowance

Payment arrangements

To support families and reduce financial pressure, the school will wherever possible:

- publish the planned list of visits and approximate costs at the beginning of term
- offer payment by instalments for trips and visits
- where a trip is arranged at short notice, try to allow instalments to continue beyond the

date of the visit where this is practicable

The Headteacher or delegated leader may agree flexible payment arrangements in individual cases, where appropriate.

External providers

Where clubs or activities are run by external providers on the school site before or after school hours, the charge will normally be set and collected by the external provider, not the school.

The school will make this clear to parents and carers where relevant.

Monitoring and review

The governing board will monitor the implementation of this policy to ensure that it is applied fairly and consistently.

This policy will be reviewed annually, or sooner if required by changes in legislation, statutory guidance or school practice.

<i>Policy updated:</i>	<i>October 2026</i>
<i>Reviewed:</i>	<i>Annually (as necessary)</i>