



CHARGING and REMISSIONS POLICY

Signed by:	
Head Teacher	Mrs Sarah Bitcon
Chair of Governors	Mrs Suzanne Clarke
Date Adopted	13 November 2012
Date Reviewed	24 September 2025
Date of Next Review	Autumn Term 2026

1. Aims

2. 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. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

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

4. Roles and Responsibilities

4.1 The Governing Board

The governing board has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the headteacher.

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

4.2 Headteachers

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

4.3 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.

4.4 Parents/Carers

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

5. Where charges cannot be made

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

5.1 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.

5.2 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.

5.3 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.
 - Religious education.
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

6. Where charges can be made

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

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them.
- Optional extras (see section 6.2).
- Music and vocal tuition, in limited circumstances (see section 6.3).
- Certain early years provision.
- Community facilities.

6.2 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
 - 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).

- Board and lodging for a pupil on a residential visit.
- 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 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/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.

6.3 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 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.

6.4 Residential Visits

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

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school can ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

There are occasions when the curriculum would be enhanced by school trips or outings. The Governing Board of Orchard Primary School has decided that, until further notice, parents will be asked for a voluntary contribution for any visit or school trip occurring during school time, in order to meet the cost of the trip.

No child will be excluded from any activity through a failure to make a contribution however, school reserves the right to cancel any trip or visit if it is clear there will not be sufficient voluntary contributions for them to be financed.

Wherever possible, payments will be made in instalments, however, parents / carers are asked to talk to the Head Teacher, in complete confidence, if they have any difficulty with payments.

8. Activities we charge for

The school will charge for the following activities:

- Breakfast Club
- After School Club
- Sports Club
- Swimming. During the school year, some classes will participate for a block of swimming lessons at Pershore Leisure Centre. A charge will be made for these lessons due to the necessity of hiring a swimming instructor and to help towards the hire of the pool.

9. Loss/Damage to School Property

The Local Governing Board reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third-party property (including premises, furniture, equipment, books or materials); the charge to be the cost of the replacement or repair, or such lower cost as the Head Teacher may decide.

10. Lettings

Refer to the school's Lettings Policy and the scale of charges determined by the governing body.

11. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

11.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any 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're 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 you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

12. Monitoring Arrangements

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

This policy will be reviewed by the Head Teacher annually.

At every review, the policy will be approved by the Governing Body.