Singleton Church of England Primary School



Charging and Remissions Policy

School lead for this policy:	**Amanda Clayton**
Committee with oversight for this policy -	**Resources Committee**
Policy approved by the Resources Committee	**Summer 2026**
Policy / Document due for next review	**Summer 2028**
Chair: Alec Davies	

Vision

"With God all things are possible" Matthew 19:26

"I have come so that they may have life and have it to the full" John 10:10

To provide the children with a variety of challenging and enriching opportunities, enabling them to live life to the full. Developing a growth mind-set, believing that with God everything is possible. To show, love, trust, wisdom and respect, becoming exemplary role models in our community and the wider world.

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INTRODUCTION

The charging and remissions policy is subject to annual review to ensure compliance with statutory requirements.

1. 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 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

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 449-462 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.

There are also charging regulations for music tuition during the school day. (The Charges for Music Tuition (England) Regulations 2007) which came into force from 1 September 2007.

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.

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee

Monitoring the implementation of this policy has been delegated to the Resources Committee

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 which 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.

4.4 Parents

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

CHARGING POLICY

Activities without charge

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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- 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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers to cover for those 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 wishes him or her 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to 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
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) 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 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 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 which 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.

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
- 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

Schools 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 is able to ask for voluntary contributions from parents / carers to fund activities during school hours which would not otherwise be possible.

- Some activities for which the school may ask parents for voluntary contributions include:
    - School Trips
    - Sports activities
    - Enrichment Experiences – where paid visitors are booked for example
        - Musicians / Performers for MAD week
        - Author workshops / Story tellers
        - Theatre companies
        - Inspirational Sports people – such as BMX world Champion
- **There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents 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.

8. Activities we charge for

The school will charge for the following activities:

Peripatetic Music lessons

- Vocal / Instrument Tuition
- School organises the tuition and collects the money etc. – but do not charge for the administration time
- Peripatetic music staff set the price of the tuition

School Trips

- Price is costed out based on cost of transport and entry and shared between the number attending

Residential Visits

- Price is costed out based on cost of transport and residential costs and shared between the number attending
- Staff volunteer and do not charge for the additional hours they work
- Admin costs relating to the trip are not charged to the parents

Enrichment experiences

- Price is divided between the number of children attending

Extra-Curricular clubs provided by a third-party provider

- **Currently the cost of sporting activities includes**
    - Costs of third Party provider
    - Costs of additional Non-teaching staff – to organise the associated Admin –e.g. billing / collection of money, organisation of 3rd party providers / register production etc,
    - Costs of additional adults to be on duty whilst 3rd party provider clubs are being provided
        - To register the children

- To ensure that children are handed over to parents at the end of the sessions
- To be on call via Walkie Talkie for the following purposes
    - Ensure that the children are safely crossed across to the school field (which is separated from school by a busy road)
    - To provide first response First Aid
    - Children needing the toilet – that need to cross back across the road to do so

For regular activities, the charges for each activity will be determined by the governing board and reviewed annually. Parents will be informed of the charges for the coming year in July each year.

REMISSIONS POLICY

9. 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.

9.1 Remissions for residential visits

Parents who can prove they receive 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Pupils in receipt of Pupil Premium and CLA funding will receive subsidies/allowances towards

- Extra-curricular activities (one free club a week)
- Trips for pupils
- School uniform

10. Monitoring arrangements

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

This policy will be reviewed by Rachel Reeves Office / Finance Manager every Two Years

At every review, the policy will be approved by the Finance Committee

MUSIC TUITION

Link to Government guidance: - https://www.legislation.gov.uk/uksi/2007/2239/pdfs/uksiem_20072239_en.pdf

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989). Children Act 1989 (legislation.gov.uk)