



# Charging & Remissions Policy

| Document Control             |  |
|------------------------------|--|
| Title:                       | Charging & Remissions Policy   |
| Date:                        | April 2025   |
| Supersedes:                  | Version 1  |
| Amendments:                  | Item 13 added  |
| Related Policies / Guidance: | Operational Procedures Manual<br>Academy Financial Handbook<br>GDPR Policy |
| Review:                      | April 2026   |

**Approved by:** The Trustees **Date:** 01.04.25

**Last reviewed on:** April 2025

**Next review due by:** April 2026

## Contents

1. Aims
  2. Legislation and guidance
  3. Definitions
  4. Roles and responsibilities
  5. Where charges cannot be made
  6. Where charges can be made
  7. Voluntary contributions
  8. Activities we charge for
  9. Lettings
  10. Damage / Loss to property
  11. Remissions
  12. Other charges
- 

### 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 and will not 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 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 Trust Board**

The Trust Board has the overall responsibility for approving and implementing the Charging and Remissions Policy, but as out-lined in the Operational Procedures Manual this is delegate to the Local Governing Body so that decisions can be made in-line with the School development Plan.

### **4.2 The Executive Head**

The Executive Head 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 Executive Head 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 Executive Head 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

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, 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**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

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**

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. 50% discount is available to pupils whose families are entitled to free school meals.

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**

**Residential trips – Essential.:** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

**Residential trips – Non-essential:** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### **7. Voluntary contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

## **8. Activities we charge for**

The school will charge for the following activities:

All activities outside school hours, that are not part of the National Curriculum or religious education, a charge up to the cost of the activity will be levied.

## **9. Breakfast & After School Club**

Please see our Breakfast and After School Club Policy.

## **10. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

## **11. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **12. Remissions**

If the parent/guardian of a pupil is 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 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) charges in respect of board and lodging will be remitted in full.

The Headteacher, Audit, Risk and Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Audit, Risk and Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **13. Other charges**

### **Non-Standard Items**

We are currently witnessing an increase of the number of requests for support for private or non-standard matters. Whilst our dedicated team would like to help with every request straight away, this is not practicable due to the fact that most staff have full time responsibilities either in or out of class and providing this support would take them away from their main job so their workload has to be managed and prioritised accordingly.

Some requests we receive require a substantial amount of time and consideration and potentially discussion with other colleagues to ensure we have all of the necessary information to complete what has been requested. In some instances, this may take several hours work, and so class cover may be required to enable a staff member to support with completing the documentation.

### **Charges for Non-Standard Items**

We aim to turn around requests within 5 working days. However, in the case of requests requiring more in-depth input, these times may be longer.

The list below is not-exhaustive, but sets out the charges relating to regularly requested non-standard items.

| <b>Item</b>  | <b>Charge</b>                             | <b>Comments</b>  |
|--|---|--|
| Letterhead confirmation of attendance at Newall Green Primary School (eg. for Visa or Citizenship Application) | Free of Charge                            | Please allow as much notice as possible  |
| A letter to support a housing application  | Free of Charge                            |  |
| A letter to the GP or external agency giving supporting information  | Free of Charge                            |  |
| Reference for another school   | Free of Charge                            |  |
| Appeals letter for a school place  | Free of Charge                            |  |
| Verifying and counter-signing a passport application   | £15                                       | Charge for completion of the form only and not any additional reports  |
| Freedom of Information Request   | £15.00 - £75.00                           | This charge is dependent on the amount of information that is held on the subject.   |
| Private Assessments (eg SEND, Autism, Occupational Therapy etc.  | £50.00 - £75.00 depending on requirements | The appropriate member of staff will do an initial review of the requirements and confirm the cost to the parent/carer prior to commencement |
| Other – at discretion of the school  | £15.00 - £75.00                           | This would be costed on receipt of the request depending on the length of time needed to submit the report                                   |

### **Payment of Charges**

Payment should be made prior to completion of the request. Payment can be made via bank transfer to the school's bank account, debit card payment in the admin office or by cash. Fees need to have cleared the bank account prior to completion of the request. Bank details will be supplied upon request.