

Burleigh Primary School



Charging and Remissions Policy

Approved by the Governing Body: June 2025

To be reviewed: June 2026

Burleigh Primary School

Policy History

Date	Writer	To be approved by	Modifications/changes
26/02/19	K. Maxwell and G Markham	Resources Committee	Policy rewritten using updated template from The Key.
30/04/2020	G Markham	Resources Committee	Hall hire costs amended.
30/04/2021	G Markham	Resources Committee	No changes
28/06/2022	G Markham	FGB	Update to benefits statements in section 10
28/06/2023	A McGuire	FGB	No changes to DFE 'Charging for School Activities 2018' on which this policy is based.
11/06/2024	A McGuire	FGB	Update to charge for hiring fee, in accordance with Letting Policy (page 7, section 11)
June 2025	A McGuire	FGB	Amended in accordance with GovHub - The Key's model policy Section 10.1 – addition of 'income related employment and support allowance' benefit

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1. Aims

With reference to charging and remissions, the school has the following aims:

- to have robust, clear processes in place for charging and remissions
- to have clear information regarding the types of activity that can be charged for and when charges will be made

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 maintained schools in England.

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.

In our school, responsibility for approving the charging and remissions policy, and for monitoring its implementation, has been delegated to the Resources Committee.

4.2 The Headteacher

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

Our 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

4.4 Parents

Parents 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 the school 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 the school 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 below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

6.2 *Optional extras*

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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 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

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

6.5 Additional considerations

The governing body recognises its responsibility to ensure that the offers of activities and educational visits does not place unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- We have a system for parents to pay in instalments;
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip;
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of section.

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 to fund activities during school hours which would not otherwise be possible (e.g. school trips).

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 this school charges for

The school will charge for the following activities:

- *Breakfast club (charge includes staffing, supplies, resources - rolling program to replace games and toys)*
- *After-school sports clubs run by external providers*

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

9. Damaged or lost items

The school may charge parents for the cost of replacing school, or any member of the school's property, where items have been broken, damaged or lost due to their child's behaviour.

10. 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.

10.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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)
- Income Support
- Income Based Jobseekers 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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- Working tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- **Income related Employment and Support Allowance**

10.2 Additional funding

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

11. Hiring and lettings

The charge to hire the school premises is £15 per area hired, per week. Charges will be reviewed annually by the Resources Committee.

12. Monitoring arrangements

The Resource Committee and SBM monitor charges and remissions and ensure these comply with this policy. The policy will be reviewed annually by the governing body. In addition, the governing body will monitor the impact of this policy by receiving an annual financial report on activities that require a charge to be levied.