



## CHARGES & REMISSIONS POLICY

### Public Sector Equality Duty

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We have carefully considered and analysed the impact of this policy on equality and the possible implications for those with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

**Approved by: FRP Committee 12 March 2025**  
**Due for review: March 2026**

## INTRODUCTION

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. In accordance with Section 34 of the Schools Funding Agreement.

The Governing Body confirm their belief that this policy is in line with legislation.

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## 1. General principle

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

## 2. Where charges cannot be made

### 2.1 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 (academies please note: although academy trusts don't have to follow the National Curriculum, you still can't charge for education that 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/carer
- 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
- nor will a charge be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:
  - Within school hours (but excluding the mid-day break)
  - Required for the National Curriculum but out of school hours
  - For statutory religious education

### 2.2 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 that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 2.3 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

## 3. Where charges can be made

However, there are exceptions where the school can make charges under the act.

### 3.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 3.2 )
- Music and vocal tuition, in limited circumstances (see section 3.3)
- 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

### 3.2 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
- Re-marking an examination paper where the re-mark is requested by the parent or student
- 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
- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons),
- 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
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

### 3.3 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 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

### 3.4 Residential visits

- We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.
- Staff costs including travel, board and lodging

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

## 4. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 3 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 4.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will/may 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)

## 5 Voluntary contributions

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time to fund activities that would not otherwise be possible.

- In all cases where voluntary contributions are requested, parents will be told the amount in advance.
- The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred.
- No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution.
- However, the visit or activity may have to be/can be cancelled if insufficient contributions are received.

All parents are invited to make donations to the School Donations and where appropriate, encouraged to register in the Gift Aid Scheme.

## 6 Other charges

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators.

- Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and students to purchase them.
- Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides etc. There may be a charge when a pupil represents the school in an organised activity (eg as a member of a school team). Any charge will be at the school's discretion but will not be greater than the total cost of the activity (including transport), divided between the number of pupils taking part.
- Students are provided with a small allowance each term for essential photocopying/printing. Photocopying/printing which is not required by a member of staff may be charged for.
- The school will seek payment from parents for damage to or loss of school property caused wilfully or negligently by their child.

## 7 Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- Voluntary cancellation of participation in a trip providing the place can be filled by another. Refunds will be reduced by the amount of any non-refundable deposits made
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)
- Any balance remaining of a planned activity which exceeds £10 per paying participant will be refunded.

In other circumstances, any refund would be at the discretion of the Headteacher.

## 8 Support funds

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support funds, such as Pupil Premium, that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits are those that also entitle students to free school meals and can be reviewed at <https://www.bcpccouncil.gov.uk/schools-and-learning/free-school-meals>

Where a parent does not receive an eligible benefit, the school will nonetheless consider sympathetically requests for assistance. The Governors provide limited funds each year in a 'hardship' fund which may be used to assist parents with significant need, but who do not qualify for benefits above. It is also possible to agree a phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

Any parent may apply for financial assistance towards costs of trips or activities and should do so by writing to the Headteacher – letters should confirm the activity to be supported and confirm the level of parental contribution that will be paid. Each case will be considered individually.

*Reviewed January 2025*