



*"Inspiring a love of lifelong learning"*

## Charging and Remissions Policy

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

**Approved by:** Resources,  
Audit, Risk &  
Finance  
committee

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2026

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**This policy was developed by The Key and has been approved by Forbes Solicitors**

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## **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 governing board

The governing board have 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, Audit, Risk and Finance committee.

#### 4.2 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 School Business Manager

The School Business Manager will provide advice and support to the Headteacher and staff on the interpretation and implementation of the charging and remissions policy

#### 4.4 Staff

Senior Leaders 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

#### 4.5 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 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 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

- 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 the 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/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

### **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 is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some example activities for which the school may ask parents for voluntary contributions include:

- Museum trips
- Theatre trips
- Field trips
- In-school workshops

**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:

- Additional nursery provision for children not eligible for 30-hour funding
- Additional nursery provision for children eligible for 30-hour funding who want an early start
- School lunches for children for whom we do not receive lunch funding
- Breakfast club – includes the cost of staffing the club and breakfast snacks
- After school clubs – includes the costs of employing staff to run the clubs and any materials
- PGL trip (year 6) – includes the cost of transport, accommodation, meals and activities
- If a pupil's behaviour results in damage or loss of school property or equipment, the school will charge parents/carers for any associated cost of replacement.
- For certain practical subjects such as home economics and DT, parents/carers may be asked in advance of the course commencing whether or not they would wish to own the finished product.
- Parents/Carers may be asked to supply certain ingredients and/or materials. This will be on a cost basis and will not include any profit element for the school

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

### 8.1 Late Collection

Section 457 of the Education Act 1996 allows for the charging of fees for the late collection of children at the end of their school day to reflect the additional staff costs for supervision of the child.

From the 3rd September 2026, for a child collected late more than three times over half a term (the threshold), we may charge for the following until the end term. At the start of each term the threshold will be reset

- A 10-minute grace period is allowed at the end of the **school day** (15:10) so no charge applies until 15:20
  - The charge for collection of each child between 15:20 and 15:30 will be £10

- For collections between 15:30 and 15:35 there will be an additional charge of £5 per child
- An additional £5 will be charged for collection between 15:35 and 15:40 and for every equivalent period until collection
- A 5-minute grace period is allowed at the end of **after school clubs** (16:15) so no charge applies until 16:20
  - A charge of £5 may be charged for the collection of each child collected between 16:20 and 16:25
  - An additional £5 will be charged for collection between 16:25 and 16:30 and for every equivalent period until collection
- A 5-minute grace period is allowed at the end of **morning nursery** (11:30) for children attending for 15 hours so no charge applies until 11:35
  - A charge of £5 may be charged for collection of each child collected between 11:35 and 11:40
  - An additional £5 will be charged for collection between 11:40 and 11:45 and for every equivalent period until collection

Continued late pick-ups may be considered a safeguarding issue and a referral to Social Services may be made at the Designated Safeguarding Lead's discretion

## 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 Headteacher and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents 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 above the current threshold.
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

For the avoidance of doubt this applies to any national curriculum linked residential visits and excludes the annual PGL weekend (see section 8)

## 10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every year

At every review, the policy will be approved by the Resources, Audit, Risk and Finance committee

Written by: Matthew Wilkinson - February 2026

Approved by: RARF – March 2026. Updated – FGB July 2026

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