



# Eyres Monsell

Primary School

## Charging and Remissions Policy 2026 - 2027

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Signed (Chair of Governors)	

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## **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

## **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.

## **Definitions**

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

## **Roles and responsibilities**

### **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 Headteacher. Monitoring the implementation of this policy has been delegated to the governing body.

### **Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **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.

## Parents

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

### Where charges cannot be made

Below we set out what we **cannot** charge for:

#### 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

#### 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

#### 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

### Where charges can be made

Below we set out what we **can** charge for:

#### Education

- Any materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Music and vocal tuition, in limited circumstances
- Certain early years provision

- Community facilities
- Optional extras (see below)

### **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

General principles of charging:

- 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.

### **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

### **Residential visits**

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

### **Voluntary contributions**

As an exception to the requirements set out in the 'Where Charges Cannot Be Made' section 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.

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

- School trips
- Sports activities
- Theatre performance
- Visiting groups and individuals to the school
- Pupil performances

**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.

### **Activities we charge for**

The school will charge for the following activities:

- Breakfast Club
- Acorns After School Care
- Some afterschool clubs to cover the cost of materials
- Transport to swimming

Costs for above may include the charge for staffing, utilities, resources, purchasing of food, transport, building or insurance costs.

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

***Acorns Club will NOT become chargeable due to a late pickup if the below are applicable***

- *Office are notified of a late pick up with a valid reason (this will be assessed on a case by case scenario)*
- *Pick up is at a reasonable time up until the closure of the 'Acorns' club at 4.30pm*

***If parents DO NOT provide the office with a reason for a late collection, and the time of pick up exceeds 3.10pm, then a £5 charge will be applied for use of the acorns club, in line with our school policy.***

***For after school clubs finishing at 4.00pm, this time becomes 4.10pm before an extra £5 is charged for the use of Acorns, unless the conditions above are met.***

## Remissions

In some circumstances the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

### Remissions for residential visits

The school subsidises these for all pupils in receipt of pupil premium. Further remissions for parents for residential trips, will be made in the following circumstances.

- Child in Local Authority Care (Looked After) will have 100% of the cost paid.

### Monitoring arrangements

The Head teacher monitors charges and remissions, and ensures these comply with this policy.

### Collection of payment and notification of monies owed to the school

*The following process will be followed once a parent balance goes below £0.00*

- *At -£25.00, a reminder letter will be sent out to the parent/carer explaining that a payment should be made as soon as convenient and/or a payment plan put in place to reduce the debts.*
- *At -£50.00, the parent/carer will be invited in for a support meeting with a member of SLT to discuss the monies owed and if any support can be put in place going forward.*
- *If communications are ignored by parent/carers, the school should contact their legal advisors for next steps.*

*Please Note – for any person[s] in arrears, access to bookings will not be withheld unless exceptional circumstances are in place and bookings for extra curricular activities may be limited.*

This policy will be reviewed by the Head teacher every year.

At every review, the policy will be approved by the governing board.