FAIRFIELD PRIMARY SCHOOL
CHARGING AND REMISSIONS POLICY

Created/Revised:	September 2027
By:	R Birtwhistle
Review Details:	Updates
Review Date:	October 2027
Approved by Governing Body:	September 2026

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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 BODY

The governing body approves and reviews this policy.

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

HEADTEACHERS

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

<u>TRANSPORT</u>
- 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

<u>RESIDENTIAL VISITS</u>
If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging, although parents and carers who receive some state benefits may pay a reduced charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways

<u>WHERE CHARGES CAN BE MADE</u>
Below we set out what we **can** charge for:

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

<u>OPTIONAL EXTRAS</u>
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

- 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 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.

<u>MUSIC TUITION</u>
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

<u>RESIDENTIAL VISITS</u>

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 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.

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

- School trips
- Materials for activities (e.g. cookery, arts and crafts)
- Transport
- Non-curriculum activities and experiences (e.g. theatre groups visiting school to give 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 a trip may be cancelled.

ACTIVITIES WE CHARGE FOR

The school will charge for the following activities:

- Breakfast club, after-school club
- Some after school activity clubs
- Costs for these activities include a contribution towards staffing costs, building and insurance costs, and any material costs (e.g. art materials or similar consumables, food)

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.

REMISSIONS FOR RESIDENTIAL VISITS

No charge will be made for board and lodging for pupils whose parents are in receipt of the qualifying benefits specified in legislation.

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed a certain level.
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than specified by the government

MONITORING ARRANGEMENTS
The Head Teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher every two years.

Headteacher

Mr Birtwhistle