Charging and Remissions Policy for Essendine and Hallfield Primary Schools

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Approved by:	**Governing Board**	**Date: tbc**
Next review due by:	**July 2027**	

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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

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

4. Where charges cannot be made

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

4.1 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of Religious education
- Instrumental or vocal tuition, unless the tuition is provided at the request of the pupil's parent

4.2 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

4.3 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

5. Where charges can be made

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

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- Certain early years provision
- Use of community facilities
- Provision of information within the scope of Freedom of Information or GDPR.

5.2 Optional extras

We are able to charge for activities known as 'optional extras'. The following are optional extras:

- Education provided outside of school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Transport (other than that arranged by the LA 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 or after-school clubs)

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.

5.3 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.

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

5.4 Residential visits

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

6. Voluntary contributions

As an exception to the requirements set out in section 4 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include school trips, visits from actors etc, sport activities.

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, as long as parental consent has been given.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

7. Activities we charge for

The school can charge for:

- Breakfast club
- After school clubs and holiday provision
- Late collection of pupils
- Nursery provision
- School meals
- Music tuition

For regular activities, the charges for each activity will be determined by the governing board and reviewed in July each year. Parents will be informed of the charges for the coming year in July each year. See appendix 1 for detail on charges.

8. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or at a reduced charge to parents in particular circumstances. The headteacher has delegated authority to make this decision.

9. Charging for breakages, damage or loss

The school recognises that accidental damage can occur, but the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for willful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

Appendix 1 - Charges from September 2026

Detail	Essendine Primary School	Hallfield Primary School
Breakfast club	£1 per day. Free of charge for vulnerable children at the discretion of the SLT	Paid Breakfast club from 8am: £0.50 per day Reductions are made for families with more than 1 child. Free breakfast club from 8.20am
After school clubs and holiday provision	£1.50 per session for After School Clubs run by school staff and external providers.	Parents will liaise directly with the external provider to book and pay for these services. After school Clubs run by school staff are free of charge. Those run with external providers will be charged actual cost.
School Meals	£3 primary/£2.65 nursery if pupil is not entitled to FSM, Universal Infant Free School Meals, or Local Offer Grant. Free for adults eating alongside children.	£3 primary/£2.65 nursery if pupil is not entitled to FSM, Universal Infant Free School Meals, or Local Offer Grant. £3.30 for adults.
Late Collection of pupils	School finishes at 3.25pm. Pupils left at school after 3.30pm will need childcare and parents will incur a late collection fee of £1 per minute late.	School finishes at 3.25pm. Pupils left at school after 3.30pm will need childcare and parents will incur a late collection fee of £1 per minute late. For part time pupils, £1 late collection fee will apply per minute late.
Music Lessons	N/A	N/A
Nursery	N/A	Paid nursery is available for those parents not entitled to the free provision. The charge is £13.00 per hour for a maximum of 3 hours per day. We expect parents to bring consumables (eg nappies, wipes, suncream) and snacks.