



# Charging & Remission Policy

## All Hallows CofE Primary School

Reviewed by:	Claire Grainge School Business Manager
Date:	July 2025
Next review:	July 2028

## 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 be made

## 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 449-462 of which set out the law on charging for school activities in England.

## 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 body has overall responsibility for approving the charging and remissions policy.

The governing board also has overall responsibility for monitoring the implementation of this policy.

### 4.2 *Headteachers*

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

### 4.3 *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.

### 4.4 *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**

- 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:
  - i) The national curriculum (please refer to point 7)
  - ii) Religious education (please refer to point 7)
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

### **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 provided in connection with an educational visit (please refer to point 7)

### **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:
  - i) The national curriculum
  - ii) Religious education
- Supply teachers to cover for those 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**

- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Optional extras (see below)

## **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:
  - i) The national curriculum
  - ii) Religious Education
- 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 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, including Teaching Assistants
- 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 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 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, after-school clubs.

**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. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.**

## **8. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### ***8.1 Remissions for residential visits and school trips***

Parents/carers whose child(ren) are Pupil Premium will only be asked to pay half the cost of any residential visit, and there will be no cost for school trips.

## **9. Damage/Loss to property**

A charge will be made in respect of wilful damage, neglect or loss of school property or third party property where the cost has been recharged to school. (including premises, furniture, equipment, books or materials). The charge may be the cost of replacement or repair, or a lower cost as determined by the Headteacher.

## **10. Lettings**

The school will make its facilities available to outsider providers at a charge of at least the cost of providing the facilities. The scale of charges is determined by the governing body.

## **11. Monitoring arrangements**

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

This policy will be reviewed every three years.

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