Charging and Remissions Policy

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **A&A from WBC model**

Review period: **Annually**
Responsible committee: **Finance, Health, Safety and Premises**
Statutory: **Statutory**
Required on website: **Yes**
Ratified by committee: **October 2026**
Review due: **October 2027**

2. Change History

Version	Date	Amendment or No Change
1	2016 October	Amended
2	2017 October	No changes
3	2018 November	Amended
4	2019 October	No changes
5	2020 October	No changes
6	2021 October	No changes
7	2022 October	No changes
8	2023 October	Amended
8	2024 October	No changes
9	2025 October	Amended
10	2026 October	Amended

3. Website History

Version	Date on website
10	2026 October

Purpose and background

The schools wish to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when the school may wish to ask for voluntary contributions.

Legislation and Guidance

This policy is based on sections 449–462 of the Education Act 1996, the Department for Education's guidance on charging for school activities, and the Charges for Music Tuition (England) Regulations 2007. Nursery charging arrangements are addressed separately in the Nursery Charging and Remissions Policy.

Definitions

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

Policy objectives

Charging

No pupil should have his/her access to the curriculum limited by charges. However, the schools reserve the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made, the schools reserve the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Voluntary Contributions

Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

Remissions

The schools will apply all statutory exemptions from charges. Arrangements for residential board and lodging and additional financial assistance are set out under Statutory Remissions and Additional financial support below.

Liability for personal property

The schools do not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher. This does not affect the school's legal responsibilities.

Practice and procedures

Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions.

Responsibilities and monitoring

The Governing Body is responsible for approving this policy and monitoring its implementation through the Finance, Health, Safety and Premises Committee, in accordance with its scheme of delegation.

The Headteacher is responsible for ensuring that staff apply the policy consistently. The School Business Manager will check proposed charges and remission arrangements against this policy before they are communicated to parents/carers.

Staff organising activities must establish whether payments are lawful charges or voluntary contributions and seek advice where the position is unclear.

The policy will be reviewed annually, or earlier if relevant legislation or guidance changes.

Where charges cannot be made

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

1. Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of:
    - The National Curriculum
    - 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

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 body or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

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
    - Religious Education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Voluntary contributions

The schools may request voluntary contributions towards school activities, visits or resources. Each request will explain the purpose of the contribution, that payment is entirely voluntary, and that pupils will have an equal opportunity to participate whether or not their parents/carers contribute.

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated.

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

- School trips
- Sports activities
- Food activities

Where school property is lost or damaged, other than through fair wear and tear, the schools may discuss the circumstances with parents/carers and request a contribution towards reasonable repair or replacement costs. Requests will be considered individually and will not be imposed automatically

Parents/carers will not be pressured to contribute. A voluntary contribution will not be treated as a compulsory charge or an outstanding debt. Payment systems and communications will reflect this distinction.

Where places are limited, the arrangements for allocating them will be explained in advance and will not depend on whether a voluntary contribution has been made.

If contributions are insufficient and the shortfall cannot be met from other sources, the activity or visit will be cancelled. This possibility will be explained when contributions are requested.

Charges
The school **can** charge for:

1. **Education**
   - Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
   - Optional extras (see below)
   - Music and vocal 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 staff giving the tuition. Charges cannot be made if teaching is an essential part of the National Curriculum, or provided under the first access to the Key Stage 2 instrumental and vocal tuition programme, or for a pupil who is looked after by the Local Authority.
   - Certain early years provision
   - Community facilities

2. **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
     - 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 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.

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

Where a residential visit forms part of the National Curriculum, a pupil will not be excluded because their parent/carer is unable or unwilling to pay the board-and-lodging charge. The schools will consider whether the costs can be met through available school funds, fundraising or agreed payment arrangements. If the visit cannot be funded, it may need to be cancelled.

Activities we charge for

The school reserves the right to charge for the following activities:

- Before- and after-school childcare and optional extracurricular clubs may be charged for. The applicable charges, booking arrangements and payment terms will be provided to parents/carers before they commit to a place.
    - Charges for school-run optional extras will be calculated in accordance with the cost limits set out in this policy. Relevant costs may include permitted staffing costs, materials, equipment, accommodation and food.
    - Charges will be reviewed annually through the school's agreed financial approval arrangements. Parents/carers will be informed of revised charges before making bookings to which those charges apply.
- Materials or ingredients used in practical activities may be charged for where the parent/carer has agreed in advance that they wish their child to own the finished product. A pupil will still participate fully in the educational activity if their parent/carer does not agree to purchase the finished product.
- Optional extracurricular clubs held during the lunch break, where participation is voluntary and the activity is not part of the National Curriculum, religious education or another activity for which charging is prohibited.
- Certain Early Years Provision – see Nursery Charging and Remissions Policy

Statutory Remissions

The schools will remit the full cost of board and lodging on residential visits where the education provided cannot lawfully be charged for and the parent/carer meets the qualifying benefit conditions under section 457 of the Education Act 1996 and the applicable regulations. Information about eligibility and how to claim remission will be provided when the visit is advertised.

Additional financial support

The schools may subsidise trips, extracurricular activities and other educational opportunities using pupil premium funding where this supports the school's pupil premium strategy and complies with the grant conditions. Support will take account of identified needs and barriers to participation. Eligibility for expanded free school meals alone does not automatically entitle a pupil to these additional subsidies. Parents/carers experiencing financial difficulty may contact the Headteacher confidentially to discuss assistance.

Details of any remission arrangements will be made clear when parents/guardians are informed of charges for individual activities.

Related policies and documents

- Financial Management Policy
- Nursery Charging and Remissions Policy
- Charges for providing information under the Freedom of Information Act 2000 are addressed through the school's Publication Scheme.
- Whistleblowing Policy
- DfE Advice on Charging for School Activities, May 2018. https://www.gov.uk/government/publications/charging-for-school-activities