Charging and Remissions Policy

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Prepared By	I.Dowse
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HISP Multi Academy Trust
Tanners Brook Primary School
Charging and Remissions Policy

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Summary of Changes (September 2026)

- Section 4.1: Changed wording ‘Local Governing Body’ to ‘Academy Committee’
- Section 5.2 bullet point 2: Replaced ‘Governing Body’ with ‘ the Trust’
- Section 5.2 bullet point 4: Added ‘during the school’s usual operating hours’
- Section 6.1: Added an additional bullet point ‘Lost or broken items that reduce the ability of the school to educate pupils effectively’
- Section 6.2 bullet point 3: Replaced ‘Local Governing Board’ with ‘Academy Committee’
- Throughout: changed wording to Co-Headteacher

HISP Multi Academy Trust
Tanners Brook Primary School
Charging and Remissions Policy

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. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

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 Academy Committee

The Academy Committee has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the co-headteachers.

The Academy Committee also has overall responsibility for monitoring the implementation of this policy.

4.2 Co-Headteachers

The co-headteachers are 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 co-headteachers 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 co-headteachers 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

- 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

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 Trust 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 during the school's usual operating hours

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:
    - 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

6. Where charges can be made

Below we set out what we can charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Lost or broken items that reduce the ability of the school to educate pupils effectively
- Optional extras (see below)
- Music and vocal tuition, at the request of the parent
- Certain early years provision
- Community facilities

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:
    - 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 Academy Committee 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.

6.3 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

6.4 Residential visits

Schools can charge for board and lodging on residential visits, but the charge will not exceed the actual cost. A non-refundable deposit will be required to secure a place on the trip. A deadline date for the payment of the total cost of the trip will be notified to parents. Failure to pay by the deadline date may mean that the child cannot attend the trip. If a child is unable to attend the trip due to ill health, it may be possible to access a refund, if this can be done through insurance or a refund from the provider. We would not seek to exclude any child whose parents are unable to fund the costs of the visit due to genuine financial hardship. In cases of genuine financial difficulty, parents are invited to contact the co-headteachers who may remit part or all of the charges. The co-headteachers will agree the contribution the parents make, having due regard to the family's financial situation. In accordance with the Act, where a parent is in receipt of income support, family credit, disability working allowance

or an income-based jobseeker's allowance, the school can remit the charges for board and lodgings or seek financial assistance for the parents from an outside agency. The co-headteachers will decide if an activity is financially viable. Where it seems likely that an activity may have to be cancelled, the co-headteachers will inform parents.

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.

There may be some activities where a voluntary contribution is requested. These will be limited.

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.

8. Activities we charge for

The school will charge for the following activities:

Parents will be asked to make a voluntary contribution towards the cost of a particular activity within the school such as a visiting theatre group and educational visits. Where an activity cannot take place unless sufficient parents make a voluntary contribution, this will be made clear to the parents at the time of asking for financial support. No child will be excluded from this type of activity because their parents are unable or unwilling to make a voluntary contribution. In cases of genuine financial difficulty, parents will be invited to see the co-headteachers who may remit part or all of the charges. The co-headteachers will agree the contribution the parents make, having due regard to the family's financial situation.

9. 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 co-headteachers and will depend on the activity in question.

10. Monitoring arrangements

The co-headteachers monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by headteacher annually. At every review, the policy will be approved by the local governing body.