



## Charging and Remissions Policy Spring 2024

### Linked Policies:

Whole school Safeguarding Policy incorporating Child Protection  
Health and Safety

### Approved and Authorised by:

Signed: \_\_\_\_\_ *SM Bowyer* \_\_\_\_\_ Headteacher

Signed: \_\_\_\_\_ *L Jones* \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_ 12<sup>th</sup> March 2025 \_\_\_\_\_

Date for Review: \_\_\_\_\_ March 2026 \_\_\_\_\_

*Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness. Colossians 2:7*

**Dedication - Courage - Joy**

St. John's C.E. (A) Primary School, Wheatly Avenue, Trent Vale, Stoke-on-Trent, ST4 6SB

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## **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. Roles and Responsibilities**

### **4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. 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 Finance and Resources Committee.

Monitoring the implementation of this policy has been delegated to the Finance and Resources Committee.

### **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 School Business Manager**

The school business manager will support the headteacher in implementation of the policy and research national and local updates and local needs and comparisons to inform the ethical and legal decisions when reviewing the policy.

The school business manager will provide staff with appropriate training in relation to this policy and its implementation.

#### **4.4 Staff**

Staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the school business manager and headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

#### **4.5 Parents/carers**

Parents/carers 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**

- › 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/carer
- › 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 (LA) has a statutory obligation to provide transport
- › Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- › Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- › Transport provided in connection with an educational visit

#### **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, covering for 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/carer wishes the child to own them
- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Certain early years provision
- › Community facilities
- › Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

### **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 LA 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/carers 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 that 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/carer. 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**

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/carers to fund activities that would not otherwise be possible.

Some activities but not an exhaustive list, for which the school may ask parents/carers for voluntary contributions include:

School trips  
Sports activities  
Specialist visitors into school.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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:

Breakfast and afterschool care  
Some extra-curricular activities.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in the spring term each year. Parents/carers will be informed of the charges for the coming year in summer each year.

Parents/Carers are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children or parent e.g. £3 to replace a lost or damaged reading book.

Charges for the Breakfast Club will be set each year; for 23/24 the following have been agreed:

- £2.50 per day  
\*see Breakfast Club contracts

Charges for meals. The following have been agreed for 24/25:

- Adult - £2.50 part meal, £4.25 full meal (main and dessert)
- Pupils - £2.30 Nursery, £2.95 Reception – Year 6

## **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 governing board and will depend on the activity in question.

### **9.1 Remissions for Residential Visits**

Costs to individual families may be considered.

## **10. Monitoring Arrangements**

The school business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by school business manager annually or before if other legislation or information comes to light.

The Finance and Resources committee will review, the policy will be approved by the full governing board.

## **11. Debt Collection Graded Response**

**Stage 1** - Once debt reaches £5 a text message is sent by the office team to request the account is topped up.

**Stage 2** – Admin team to check accounts within a week, if arrears have not been cleared or have increased to above £10 then a courtesy phone-call will be made by the office team to request that the account is topped up or to discuss any issues the family may have.

**Stage 3** – If no payment is made within 5 working days, the office will make a phone-call to inform the parents that meals will not be served until the account is cleared.

**Stage 4** – If no response within a further 5 working days, the office team inform the School Business Manager and the Home School Link Worker to make contact with the parents. The Headteacher must be informed at this stage.

**Stage 5** – All unrecovered debt is reported to the Governors at the termly meetings and a plan of action agreed. This may be to implement a payment plan or to apply to make a court claim.

### **Long standing debt**

Dealt with on an individual basis.

### **Revision History**

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Review Date</b>
4	Spring 2025		Spring 2026
3	Spring 2024	New policy with amended, approved and in line with charging and remissions and DFE guidance	Spring 2025
2	Spring 2023	Amended, approved and issued – Lunch arrears graded approach reviewed	Spring 2024
1	Spring 2022	Amended, approved and issued	Spring 2023