

# Charging and Remissions Policy

Braishfield Primary School



**Approved by:** Full Governing Body

**Date:** 19.05.25

**Last reviewed on:** May 2025

**Next review due by:** May 2027

# BRAISHFIELD PRIMARY SCHOOL

## OUR PURPOSE, VISION AND VALUES

### OUR MISSION

- *To inspire each child to develop a love of learning for life*
- *To grow children with the ambition to be the best that they can be*

### OUR VISION

*We want to continue to be recognised as an excellent school which:*

- *Provides a rich, purposeful curriculum, which all children can access in a stimulating learning environment*
- *Encourages high expectations for our children so that they fulfil their true potential*
- *Fosters a warm, welcoming and safe community in which every individual feels valued and understood*
- *Equips children with the life skills to play a positive and active role in the future society which they will create*

## 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

In accordance with the Education Act 1996 (sections 449-462), education at Braishfield Primary during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition when this is a chosen extra provision by families. School hours are defined as those when school is actually in session (see school Prospectus) and do not include the break in the middle of the day. We place enormous value on the enrichment opportunities offered to children through experiences which make learning come to life, both in and out of school premises. They have a large impact on children's spiritual, moral, social and cultural development and help us bring to life our school motto of *'Big Oaks from Little Acorns Grow'*.

*In all cases, references to "Parents/carers" include those with Parental Responsibility.*

## 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 Body

The Governing Body 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 Body also has overall responsibility for monitoring the implementation of this Policy.

### 4.2 Headteacher

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

- › 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 Governing Body 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

## 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
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- 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, out of school hours clubs 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 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.

Out of school hours, staff provide many optional activities for which parents have given their consent in advance voluntarily. Where costs are incurred, parents will be asked to contribute to the total so that each activity is self-funding. If funds received are insufficient, the club may be cancelled. These activities are not during school hours therefore the contribution is not voluntary but obligatory and will need to be paid up front before the first

session of the club begins to secure a place. As in all cases where a charge is levied, should this prove financially difficult for parents, they may seek support from the school in meeting the cost through an email, letter or face to face meeting with the Headteacher. If a qualified coach, who is not a member of the school staff, runs and organises these sessions, we may ask parents/carers to cover the cost incurred. We may ask for contributions to cover the cost of transport to and from sporting fixtures, where applicable, where they fall outside of school hours.

### **6.3 Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum and is provided at the request of the pupil's parent. These individual or small group lessons are taught by visiting peripatetic music teachers. However, this does not include the specialist tuition which children in Saplings Class receive as part of their whole class teaching and is covered by the school budget as part of our music curriculum provision.

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**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we make a charge for the child's board and lodging, the educational activities and travel expenses, but the charge must not exceed the actual cost. We do not make any charge for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. It is expected that all parents will meet the full cost of the residential trip. To spread the cost phased payments will be facilitated.

### **6.5 School Lunches**

For families not in receipt of Universal Free School Meals, payment is encouraged in advance for a week, month or half term period. Any outstanding payment will be followed up. If the dinner debt reaches £25, parents will be informed and no school lunches will be provided until the debt is fully cleared, except in exceptional circumstances. In only exceptional circumstances will school dinners be provided if the debt is not fully cleared.

### **6.6 Materials**

Where craft, DT, cookery and other practical lessons result in finished products, pupils may keep the items if the cost of materials is less than £1. Where the cost is £1 or more,

parents/carers may be asked to contribute the full cost of materials. In such cases, notification will be given at least 2 weeks in advance of the lesson (possibly all itemised costs for the term or year put together in one overall payment), with confirmation that pupils will not be excluded from the lesson itself in the event of nonpayment.

## 6.7 Loss & Breakage

We maintain the right to recover the full cost of any damage to and/or loss of school property or equipment from the parents/carers of the children involved. The initial decision to seek recovery of costs shall be at the discretion of the Headteacher, having due regard to the circumstances of the loss or damage.

## 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 during school hours which would not otherwise be possible. If the visit cannot take place without the voluntary contributions, we will make this clear at the outset.

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

School trips, sports activities, residential trips, transport, day 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.**

If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children any differently from any others. If a parent/carer wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the visit or activity. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

If a child does not attend an educational visit or residential when they had previously paid for their visit and were subsequently absent on the day, there will be no refund other than in cases of residential or educational visits where the value of the visit is over £45.

## 8. Activities we charge for

The school will charge for the following activities:

Breakfast, after-school and sports clubs.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in May/June each year, ready for the following September. Parents will be informed of the charges for the coming year in September each year.

Late collection fee- staff are contracted for a certain number of hours each week and contact and non-contact time is carefully planned to ensure they are able to prepare the setting, assess and work on non-contact tasks. It is crucially important for the child's well-being that they are collected on time too. If you are late collecting your child (i.e. your child has not been collected by 3.45pm), they will be placed in after school club. Parents/carers will be charged a £6.50 fee for late collection.

## 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 Body and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

**In some circumstances, remissions will not be offered:**

- Early Buds Breakfast club & after school club- where a parent/carer cancels a booked slot(s) less than a week beforehand.
- Covid-19- now classed as “a virus that we all have to live with”, [Covid-19 Response: Living with Covid-19](#). As with any other sickness, if a child contracts Covid-19, parents/carers will still be charged for trips, club bookings or other paid activities

## 10. Monitoring arrangements

The Finance Officer monitors charges and remissions, and ensures these comply with this Policy.

This Policy will be reviewed by Finance Officer every year.

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