



# Charging and Remissions Policy

## 1. Aims

The Governing Body recognises the valuable contribution that the whole range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## 2. Legislation

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

**Optional Extras:** activities and opportunities provided outside of school hours, which are not part of the National Curriculum or agreed syllabus for Religious Education.

## 4. Roles and Responsibilities

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to the head teacher.

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

Staff are responsible for implementing the charging and remissions policy consistently. They should notify the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

## 5. Where charges cannot be made

- Education provided by Priory Primary School, as a maintained school, for all registered pupils, should be free of charge if it takes place during school hours



- Education provided by Priory Primary School outside of school hours, if it is part of the National Curriculum or the agreed syllabus for Religious Education
- Transporting pupils to and from school where the local authority has a statutory responsibility to provide transport
- Transport in connection with an educational visit
- Residential visits that take place during school hours or are part of the National Curriculum or agreed syllabus for Religious Education

## **6. Where charges can be made**

### **Optional Extras**

The school can charge for 'optional extras' where the activity is not part of the free education provision described in section 5 above. This may include an element of

- Travel costs
- Board and lodging costs on a residential visit
- Materials, books, instruments or other equipment
- Extended day services (such as breakfast clubs, after-school clubs)
- Non-teaching staff costs
- Teaching staff costs, including the cost of travel and board and lodging where a teacher has been engaged specifically for the purpose of providing the optional extra activity
- Use of musical instruments where tuition is part of an extra curriculum activity or where members of the Local Authority Music staff are engaged

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

## **7. Voluntary Contributions**

The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of the school activity. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.



In making a request or invitation for voluntary contributions it will be clear that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

### **8. Activities arranged by third parties**

None of these provisions of this policy will apply in those instances where a third party levies a charge direct to parents in return for services provided in accordance with the terms of Section 118(4) of the Act.

### **9. Monitoring**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher and School Business Manager every three years.

At every review, the policy will be approved by the School Development and Policies Committee for recommendation to the Full Governing Body.

Reviewed: January 2024

Next review due: January 2027