

Binley Woods Primary School and Woodlands Pre-School



Charging and Remissions Policy

Developed by: Mrs K Sharp (based on LA policy)
Reviewed by: Mrs S Beardmore

Date: November 2025
Review Date: January 2027
Adopted by
Governing Body: January 2026

Policy Review Log			
Scheduled Reviews		Interim Reviews	
Date		Date	Details of amendments

Statement of intent

Binley Woods Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

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

We promise:

- Never to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Freedom of Information Publication Scheme
- Finance Policy

2. Charging for education

2.1. The school will not charge for:

- 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, part of syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

2.2. The school may charge for the following:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- The use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information.

3. Optional extras

3.1. The school may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Part of religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA 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 or out-of-school provision

3.2. When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

3.4. The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

3.5. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

3.6. If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

4. Voluntary contributions

4.1. The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities.

4.2. Some activities for which the school may ask parents for voluntary contributions include: school trips, transport to sporting events, cooking activities and residential trips.

4.3. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and parents will be notified regarding whether assistance is available.

4.4. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

4.5. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

5. Activities we charge for:

The school will charge for extra-curricular clubs.

6. Music tuition

6.1. Instrumental and vocal music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

6.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6.3. Charging will not be made if the teaching is an essential part of the national curriculum.

7. Transport

7.1. The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

8. Education partly during school hours

- 8.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours and no charge will be made.
- 8.2. Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.
- 8.3. If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and we may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

9. Residential visits

The school will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit.

- 9.1. The school reserves the discretion to support costs for families who are in receipt of free school meals. To request assistance, parents should contact the school office via admin2626@welearn365.com with an e-mail FAO Headteacher.

9.2. If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

9.3. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

10. Damaged or lost items

10.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

11. Remissions

11.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

11.2. 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:

- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit.

11.3. The school reserves the discretion to support costs for families who are in receipt of free school meals. To request assistance, parents should contact the school office via admin2626@welearn365.com with an e-mail FAO Headteacher.

12. School trip refunds

12.1. All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

12.2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

12.3. In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

12.4. In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the

trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

- 12.5. In the event that a pupil or their parents cancel their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- 12.6. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 12.7. In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- 12.8. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.
- 12.9. Excess expenditure will be subsidised by the school fund.
- 12.10. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- 12.11. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

13. Monitoring and review

- 13.1. This policy will be reviewed annually by the governing board, a committee of the governing board, an individual governor or the headteacher.
- 13.2. The next scheduled review date for this policy is **January 2027**.