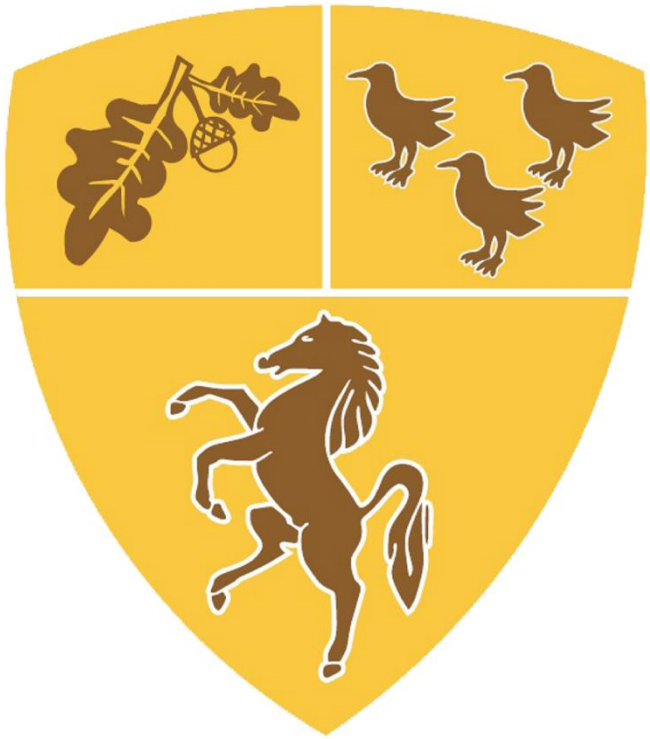
BLEAN PRIMARY SCHOOL



Charging & Remissions Policy

Policy Review Date: May 2026

Headteacher: Mr Ian Rowden

Chair of Governors: Mr Hugh Samuelson

Date of Next Review: May 2028

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

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.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

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.

At Blean Primary, the overall responsibility has been delegated to the Governing Resources Committee.

The Resources Committee will monitor the impact of this policy by discussing best value as part of any financial monitoring.

The Headteacher: The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions policy, and that it is being applied consistently.

Staff: Our staff are responsible for:

- Implementing the Charging and Remissions policy consistently
- Notifying the Business Manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

Where charges cannot be made

Below we set out what the school cannot charge for:

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

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 Board 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

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

Where charges can be made

Below we set out what the school can charge for.

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 provided at the request of the pupil's parent
- Certain early years provision
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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 or 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.

Music tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition, room hire etc.

The regulations make clear that charging may not be made if the teaching either is an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Residential Visits

The School will charge for board, lodging and activities on residential visits, but the charge will not exceed the actual cost.

Community Facilities

Schools are allowed to provide facilities that can be used by the local community, for example out-of hours/holiday childcare, clubs, private tuition or swimming pool sessions etc. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school.

Voluntary contributions

As an exception to the requirements set out in this policy, the school is able to ask for contributions from parents to fund activities during school hours which would not otherwise be possible.

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. Therefore, it may be necessary for contributions to be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot contribute. Children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. **An activity may be cancelled if not enough contributions are collected.**

Activities Blean Primary School charges for

The school will charge for the following activities:

Activities for which charges will be made

- Breakfast and After School Club
- Swimming Pool entry including transport
- Any materials, books, instruments, or equipment, where the child's parent wishes them to own them
- Music and singing tuition
- Sports Clubs
- Room Hire
- Field Hire
- Any optional extra
- Extra Curriculum Activities held before or after school

Remissions

Remissions for residential visits

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

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.