

Charging and Remissions Policy 2024-25

1. Aims

Our schools aim 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.

4.2 Headteacher

The Executive 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 that 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/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)

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 provided in connection with an educational 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)
- Early years provision that is not funded including additional hours and wrap around services
- 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 or equipment. The following are optional extras:

- Extended day services offered to pupils (such as breakfast clubs or after-school clubs)

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)

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.

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 for which the school may ask parents/carers for voluntary contributions include:

- School trips
- Sports activities
- Special events outside of the normal curriculum

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 Club
- Wrap around sessions on Fridays
- Any additional sessions that are not funded. For example, where a parent chooses for their child to attend for 30 hours but they are only entitled to universal 15 hour funding
- The provision of meals including daily healthy snacks
- The provision of personal hygiene services for children who are not toilet trained including nappies, wipes, protective aprons and specialist waste collection services
- The provision of childcare due to late collection

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

Details of the charges for the academic year 2024-2025 are included in Appendix 1.

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.

10. Monitoring arrangements

The Executive Headteacher monitors charges and remissions, and ensures these comply with this policy. The policy will be reviewed annually be approved by the full governing board.

Appendix 1

From September 2024

Fees are calculated weekly and are charged for 38 weeks for each academic year Sept – July. The annual cost is divided into equal monthly payments. Fees are payable in advance and invoices will be issued mid-month for the following month. Bank holidays and INSET days are deducted.

There is no refund if a child is absent from school including for sickness or holidays. An additional charge of 20p per serving is made for healthy snacks which are provided each morning and afternoon. For children who are toilet training or in nappies an additional charge of £1 per week is made for the cost of nappy changing.

2 - 3 year olds	Monthly cost
Funded places – Terrific for Twos or eligible working families	
Part-time 15 hour place fully funded	£0
Four day 30 hour place Mon-Thur – 15 hours funding deducted	£405.75
Full-time 37 hour place Mon – Fri – 15 hours funding deducted	£561.20
Non Funded places	
Part-time 15 hour place not eligible for government funding	£405.75
Four day 30 hour place not eligible for government funding	£811.50
Full-time 37 hour place not eligible for government funding	£966.90

3 - 4 year olds	Monthly cost
15 hour universal funded places	
Part-time 15 hour place fully funded	£0
Four day 30 hour place Mon-Thur – 15 hours funding deducted	£506.25
Full-time 37 hour place Mon-Fri – 15 hours funding deducted	£661.75
Funded places – working families	
Four day 30 hour place Mon-Thur – 30 hour funding deducted	£0
Full-time 37 hour place Mon-Fri – 30 hours funding deducted	£155.45

Additional Charges	Charge
Breakfast Club	£2.50 per session
Additional hours at the discretion of the Headteacher	
2 -3 year olds	£8 per hour
3-4 year olds	£10 per hour
Childcare costs due to late collection	£5 per 15mins
Snack	20p per session