



**Meeting Individual Needs**

# **Charging and Remissions Policy**

**September 2025**

**Review date: September 2026**

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, practical activities and visits can make towards a child's personal and social education.

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

This charging policy has been compiled in line with DFE requirements and in accordance with sections 449 - 462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England. Further information is given in 'A guide to the law for School Governors' (Chapter 23). This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in paragraph 1.97 in the revised School Admissions Code. Updated information is in 'Charging for School activities' Advice for governing bodies, school leaders, school staff and local authorities, November 2013, and complements the information given in section 7.5 of the Governors Handbook. These guides accurately reflect the terms of the Education Act 1996, but are not a substitute for those terms.

## **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for ensuring its implementation.

**Aim**

To set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

**Responsibilities**

The Governing Body of the school are responsible for determining the content of the policy and the headteacher for implementation.

**Publication of Information**

This policy can be found on the school's website.

**Charges****No charges can be made for:**

- Admitting a child into school.
- Education provided (including materials, equipment and transport) during the school hours - "School hours" are those the school is actually in session and do not include the break in the middle of the day.
- Entry for a prescribed exam that the child is being prepared for at the school.
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education.
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent.

**Schools can charge for:**

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Optional extras.
- Music and vocal tuition, in limited circumstances.
- certain early years provision (The Education (Charges for early Years provision) regulations 2012)
- Community Facilities (Section 27 Education Act 2002);

**Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the child is being prepared for at the school; or
  - c) part of religious education.

- examination entry fee(s) if the registered child has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the child to school or to other premises where the local authority/governing body have arranged for the child to be provided with education);
- Board and lodging for a child on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

### **Public Examinations**

No charges may be made for entering children for public examinations that are set out in the regulations. The governing body must enter a child for each examination in a public examination syllabus for which the school has prepared the child. This does not apply if the governing body think there are educational reasons for not entering the child or if the child's parents request in writing that the child should not be entered. The LA may not override the governing body's decision on whether to enter a particular child for an examination.

An examination entry fee may be charged to parents if:

- The examination is on the set list but the child was not prepared for it at the school.
- The examination is not on the set list but the school arranges for the child to take it.
- A child fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a child for an examination. However, charging is allowed for tuition and other costs if a child is prepared outside school hours for an examination that is not set out in the Regulations

### **Residential Activities**

The school reserves the right to charge for residential activities in line with the guidance with the Education Act 1996 and the 'A Guide to the Law for School Governors' Chapter 23).

Our 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
- Or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying children on a residential visit

### **Remissions and Concessions**

The school will give consideration to the remission of charges including where a residential trip takes place wholly, or mainly, during school hours for parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Support under section VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing they are not entitled to Working Tax Credit and do not exceed the threshold published by the Inland Revenue).
- Income related employment and support allowance
- Universal credit in prescribed circumstances (when fully in place)
- The guarantee element of the State Pension Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and children, and this will be determined by the Governing Body and Headteacher.

### **Musical Instrument Tuition**

There is an exception to the rule about not charging for activities in school hours. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department of Children, School and Families (DCSF) to specify circumstances where charges can be made for music tuition. The new regulations, which came into force in September 2007, provide children with greater access to vocal and instrumental tuition. Charges may now be made for

teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by children or as detailed in Governor Guide to the Law.

### **Voluntary Contributions**

Parents / carers will be invited (in line with Education Act 1996) to make voluntary contributions (cash or in kind) for any activity taking place during or outside school hours, school equipment and school funds generally.

The terms of any request made will specify that the request for voluntary contributions in no way represents a charge and that any child/ren of parents / carers who do not contribute will not be treated any differently. In the event of insufficient voluntary contribution being made the activity may have to be cancelled and refunds given – this will be made clear in the planning stage.

The school decides first which class or group of pupils will benefit from the activity. In some subjects the Governing Body may change the materials/ingredients or require them to be provided if the parent/carers have indicated in advance they want to own the finished product.

### **Activities not run by the school or Local Authority**

When an organisation acting independently of a school or LA arranges an activity to take place during school hours and parents want their child/ren to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their child/ren being absent, just as they would if they wanted to take their child/ren out of school for a family holiday. However where an activity is organised by a third party, and is approved by the school, and is educational or is supervised by someone authorised by the school, then it is the DCSF's view that it should be treated as if it were provided by the school and no charge should be made to parents or pupils. Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 4A (a) of the Education (Pupil Registration) Regulations 1995 (as amended)

### **Transport**

Schools **cannot** charge for:

- Transporting registered children to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered children to other premises where the governing body or local authority has arranged for children to be educated.

- Transport that enables a child to meet an examination requirement when he/she has been prepared for that examination by the school.
- Transport provided in connection with an educational visit.

### **Education Outside School Hours**

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or do not form part of the school's basic curriculum for religious education.

The Governors reserve the right to charge for optional extras (outside of school hours) including after school clubs.

After school club charges are currently set by governors and will be administrated as follows:

- Based on £3 per child per session per club.
- Full cost charged in advance for the number of weeks that a club will run.
- Refunds will NOT automatically be given if a child does not attend (issues around access to places for the remainder of the club). They will only be given if the place can be reallocated.
- Additional charges may be made if a coach/outside group deliver the activity supported by school staff employed for the club or for materials used eg cooking ingredients.

The club can only be run if the school can support additional costs through other sources such as fundraising and voluntary contributions. Governors will review/amend as necessary.

The school must decide which class, age, groups of children will benefit from the activity.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at the discretion of the Head Teacher in consultation with the Chair of Governors.

### **General**

The Governing Body may from time to time amend the categories for which a charge may be made.

The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

### **Lettings**

Haughton School do not let rooms or school site.