Charging and Remission Policy

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October 2026

This is a Statutory Policy
This policy was adopted in October 2022 and in consultation with staff and Governors.

It was ratified by the Board of Governors on_____

REVIEW: This policy will be reviewed annually (next review October 2027)

APPROVAL: Headteacher & staff plus Full Governing Board.

AGREED:

Chair of governors: _____

Headteacher: _____

Charging for activities connected with schools

All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- **charges will not be made.**
- **charges will be made**
- **charges may be waived**

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

No charges will be made for

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
- 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;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours

1. if it is part of the National Curriculum, or
2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
3. part of the school's basic curriculum for religious education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

- Transport provided in connection with an educational trip.

***** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

Activities for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 3 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours(time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs

Residential trips deemed to take place outside school time (other than for those activities listed in 3 above).

c) Music tuition

Music tuition for individuals or groups of up to 4 pupils

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

It is the policy of our schools that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available (enter your school decision here).
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Remission for category A
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A / B (see below)
Day Visits / Trips	Requests for voluntary contributions will be made	Remission for category A / B (see below)
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	Eg. A clay model – a charge to cover the cost of the clay.	
A contribution to help the school cover the cost of ingredients in cooking activities		
Child care by attendance at the school Breakfast Club and / or After School Club		Remission for category A (see below)

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of

- 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 the Inland Revenue) does not exceed £16,190
- Guaranteed element of State Pension Credit
- Working Tax Credit run – on eligibility
- Universal Credit
- Further qualification
- Children for whom the school receives Pupil Premium funding

Additional categories of parents may claim help with some costs in the following circumstances:

Category B

- Families not in receipt of the benefits listed in Category A above, but who nonetheless feel unwilling or unable to pay due to financial constraints. Parents in this category should discuss their concerns about charges with the Headteacher. Decisions about remission will be made on a case by case basis.
- Examples of families in this category would include those families with more than two children incurring simultaneous charges for school activities.

Category C

- *Circumstances that are not included in the categories above for which the Governing Board may deem to be a special case for consideration.*

Additional considerations

The governing board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments

- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Damage/Loss to property
In cases of willful or malicious damage to equipment or breakages, the headteacher in consultation with the Chair of the Governing Board may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Information on charging and remissions policy
Parents are entitled to information about a school's charging and remissions policy, and governing board must ensure that this is available on request during school hours.

Headteacher
- Will be responsible for drafting proposals for charges.

Finance Officer / Consortium Manager
- Will provide effective financial administration enabling efficient budget management by the Headteacher.
- Will manage the letting/contracts and payments of school premises.

Admin Staff
- Will maintain accurate records and information of any charges or remissions made.

Letting of Premises
The annual charges are set at the Summer Term Premises Finance and Personnel Committee meeting and are applicable for the next academic year.
- The conditions of hiring and booking are laid down in the contract signed by the person/club hiring the premises.
- The school uses the LA charges as a basis for setting letting charges but the Headteacher reserves the right to adjust the charges dependant on the activity (i.e. they are reduced/removed if the activity is deemed to support pupils /families of Broomgrove Infant School and if they are providing a service that would not otherwise be offered by the school.)

Freedom of Information Act
- The school may make a charge to cover costs resulting from requests of information about the work of the school and also requests for personal information i.e. pupil records (subject access requests).
- Costs relating to the provision of information are contained within the Freedom of Information Policy, available from the school office.