

## Charging and Remissions

### 1. 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 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. Academies are required to comply with this Act through their funding agreements.

It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions:

- **Charge** - a fee payable for specifically defined activities
- **Remission** - the cancellation of a charge which would normally be paid
- **The school day is defined as:** 8.45 a.m. - 3.15p.m. (lunch break 12.00pm. - 1.00pm. for Reception and 12.30p.m. - 1.30pm. for Key Stage 1)

### 4. Roles and Responsibilities

#### The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but they delegate this to the Finance and Audit Committee.

#### Headteacher

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

#### Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

## Parents

Parents 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:

### Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instrument or other equipment)
- Education provided outside school hours if it is part of:
  - the national curriculum
  - religious education
- Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge is made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)
- No charge is made for activities that are an essential part of the syllabus for an approved examination.

### Transport

- Transporting children to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting children to other premises where the Governing Body or Local Authority has arranged for the children to be educated

## 6. Where charges can be made

Below we set out what we can charge for:

### Education

- Parents will 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.
- Charges may be made for other activities that happen outside school hours if parents agree to pay.

## 7. Music Tuition

Charges may be made for teaching either an individual pupil, or groups of up to four pupils, to play a musical instrument. 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 the pupil(s). Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

## 8. Voluntary Contributions

Voluntary contributions will be sought for activities during the school day which entail additional costs e.g. educational visits. In these circumstances no pupil will be prevented from participating because a voluntary contribution has not been received. No pupil will be left out of an activity because his or her parents cannot, or will not; make a contribution of any kind.

If a particular activity cannot take place without some help from parents this will be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

## 9. Damaged or lost items

Whilst we accept that accidents happen and children should not be blamed for accidental damage to equipment or the fabric of the school building, we do not accept 'no blame' if the damage was deliberate, for example defacing school books, writing on walls or furniture, deliberate breaking of windows.

The school may charge parents for the cost of replacing items broken, damaged or lost due to the child's behaviour. The school will charge for equipment loaned to families which is broken, damaged or lost whilst in their possession.

The governors reserve the right to charge parents for the cost of repair or replacement. Parents will not be taken to court for failure to pay such costs.

## 10. Activities we charge for

Where a charge is made it will not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fund-raising. There is no levy on those who can afford to pay to support those who can't.

The principles of best value will be applied when planning activities that incur costs to the school and/or parents.

Educational Visits are organised with due regard to Cambridgeshire County Council Policy and Guidelines, "Learning beyond the Classroom" and the Crosshall Infant School Academy Trust Educational Visits Policy. Costing takes place before the visit is confirmed.

- Total cost of visit ÷ number of children
- Children for whom the school receives pupil premium funding are not required to pay. When planning educational visits, it is made clear to parents that there is no expectation to make a voluntary contribution if they have registered for Pupil Premium.
- Helping adults do not pay.

### **After school clubs / activities**

When an organisation acting independently of a school arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational, or is supervised by someone authorised by the school, then it is the DfE view that it should be treated as if it were provided by the school and no charge should be made to the parents or pupils.

### **Monitoring and evaluation**

The Finance and Audit Committee of the Governing Body will monitor the impact of the policy by receiving reports on activities that resulted in charges being made and subsidies being awarded.

**Approved:** February 2025

**Next Review Due:** February 2026