Immanuel and St Andrew Primary School

Charging and Remissions Policy

"Excellence for all. Excellence from all."

Reviewed: Nov 2026

To be reviewed: Nov 2027

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1. Aims

Our school aims to:

- Have clear processes in place for charging and remissions. Our school ensures robust, clear processes for charging and remissions. This includes clearly setting out the types of activities that can be charged for and when charges will be made.
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2. Legislation and guidance

This policy is firmly based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996 sections 449-462, which set out the law on charging for school activities in maintained schools in England. It also takes guidance from Local Authority policies and the Governance Handbook, providing a solid legal foundation.

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

Has overall responsibility is responsible also responsible for monitoring the implementation of this policy is also responsible for monitoring policy. Our school responsibility is responsible for approving the charging and remissions policy but can delegate this to a committee, an individual governor, or the headteacher. The governing board is also responsible for monitoring this policy's implementation. In our school, The responsibility for approving the charging and remissions policy has been delegated to the Resources Committee. Monitoring the implementation of this policy has been delegated to the Headteacher, ensuring a clear division of responsibilities.

4.2 The Headteacher

Is responsible for ensuring that staff are familiar with the charging and remissions policy and that it is applied consistently.

4.3 Staff

Our 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
- The senior leadership team will provide staff with appropriate training concerning this policy and its implementation.

4.4 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 the school cannot charge for:

5.1 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
- 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

5.2 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 they have been prepared for that examination at the school
- Transport provided in connection with an educational visit (charges can be made for coaches or other modes of transport for enrichment activities and class trips)

5.3 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
- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below, we set out what the school can charge for.

6.1 Education

- Any materials, books, instruments, or equipment where the child's parent wishes them to own them
- Optional extras (see below 6.2)
- Music and vocal tuition in limited circumstances (see below 6.3)
- Additional nursery fees
- Community facilities, e.g., renting of hall, etc.

- Breakfast Club per session
- After-school Club per session
- Clubs per session

6.2 Optional extras:

We can charge for extras optional extra activities. 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, sports clubs, and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included concerning:

- 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)
- 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 for individual pupils will not be greater than the 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 participate in the activity but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity occurs 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 to provide an optional extra to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided individually or to groups of pupils, provided that the tuition is at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. Charges cannot be made:

- If the teaching is an essential part of the national curriculum

- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits:

We can charge for board and lodging on residential visits, but the charge must not exceed, at most, the actual cost.

7. Voluntary contributions

As an exception to the requirements in section 5 of this policy, the school is to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- School trips, e.g., visits to museums, theatres, and places of interest—when organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.
- Sporting activities which require transport activities
- Outdoor adventure activities
- Musical events

then suppose the school is unable to raise enough funds for an activity or visit. In that case, Parents are not obligated to contribute, and no child will be excluded from an activity if their parents are unwilling or unable to pay. It will be cancelled if the school cannot raise enough funds for an activity or visit. This is 85% of the class.

8. Remissions for residential visits:

Children who are registered as disadvantaged on Arbor may benefit from a discount on the cost of board and lodging for residential visits

Suppose a parent or carer is having difficulty financing a residential visit. In that case, they should contact the office to arrange an appointment with the headteacher. The headteacher will consider cases on an individual basis, as no child should be restricted due to financial hardship.

8.1 Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. The governing board will decide at its discretion, depending on the activity in question.

9. Monitoring Arrangements:

The headteacher monitors charges and remissions and ensures they comply with this policy. The headteacher reviews this policy every academic year, and the Resources Committee approves it at every review.

10. **Lettings and Charges for Hire**

The Immanuel School Hire website sets out all lettings and charges for hire.