



CHARGING & REMISSIONS POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett (Principal)

Review date: September 2025

Aims

Our Academy 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 be made

Legislation & Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 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.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Introduction

Under the charging provisions of the Education Reform Act and the Education Act, Trustees may choose to charge for certain defined activities as detailed in the statement of charging and remissions policy.

Education provided for the pupils of Sandon Primary Academy should be free if;

- It takes place in school, wholly or mainly during school hours
- It is outside school hours but is required in the syllabus in prescribed public examinations

Roles & Responsibilities

Trustees

The Trustees have overall responsibility for approving the charging and remissions policy, but delegate this responsibility to the Principal.

The Trustees also have overall responsibility for monitoring the implementation of this policy.

The Principal

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

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the Principal 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 in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

Where Charges cannot be made

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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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
- 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

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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where Charges can be made

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. 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, tea and supervised homework sessions)

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)
- 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 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 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 which is to be charged for.

Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided 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

Residential visits

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

Activities this school charges for

The school will charge for the following activities:

Residential & Trips

- a. Board and lodging on residential visits – the charge will not exceed the actual cost
- b. Costs associated with trips to cover the following
 - i. Entrance costs to museums, castles, theatres (this list is not exhaustive)
 - ii. Costs of engaging additional staff specifically for the purpose of providing the activity

Parents must agree to their child participating in visits and be willing to meet any charge in full. Such charges will not exceed the cost of provision for each pupil.

Parents who are experiencing financial difficulties are asked to speak to or write in confidence to the Principal. The school will endeavor to help those in financial difficulty, however; this cannot be guaranteed.

Where possible the school will use its own minibuses to transport children on visits.

Damage / Loss to Property

In cases of willful or malicious damage to school premises, furniture, equipment or materials or loss of school books on loan to children, the Principal in consultation with the Trustees may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

A charge will be levied in respect of willful, malicious damage, or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been charged to the school.

Income from Donations

Occasionally, the Academy will seek voluntary donations from events such as non-uniform days. The purpose for which the donation will be used is explained to parents and carers through correspondence.

Voluntary Contributions

The Trustees may ask parents for voluntary contributions for the benefit of the school or any school activities. The Principal will make it clear to parents;

- If an activity cannot be funded without voluntary contribution
- That there is no obligation to make any contribution
- That no child will be excluded from an activity because his/her parents are unwilling or unable to pay
- If insufficient voluntary contributions are raised to fund a visit or an activity, then it may be cancelled
- If a parent is unwilling or unable to pay their child must still be given an equal chance to go on the visit or take part in the activity.

The Trustees wish to inform parents that when making requests for voluntary contributions parents must not be made to feel pressured into paying.

The charging and remission policy of the school maintains the right to free school education and encourages the maintenance of valuable optional provision. A contribution from the school towards any optional extras will be made at the discretion of the Principal.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Principal as part of their delegated responsibilities.