Inspiring Learners, Growing Together

Castlethorpe First School • North Crawley CE School • Sherington CE School • Stoke Goldington CE School
St Andrews CE Infant School • Newton Blossomville CE School

The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.
"Whatever we do, we work at it with all our heart"
Colossians 3:23

Charging and remissions policy

Contents

1. Aims
2. Legislation and guidance
3. Definitions
4. Roles and responsibilities
5. Where charges cannot be made
6. Where charges can be made
7. Voluntary contributions
8. Activities this school charges for
9. Remissions
10. Monitoring arrangements

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 be mad
- Offer a range of activities and visits while 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 449-462 of which set out the law on charging for school activities in maintained schools in England.

This policy also incorporates The Charges for Music Tuition (England) Regulations 2007.

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
The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.
The governing board also has overall responsibility for monitoring the implementation of this policy.
In our school, responsibility for approving the charging and remissions policy has been delegated to the Executive Headteacher.
In our school, monitoring the implementation of this policy has been delegated to the Chair of the FSP committee.

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

4.3 Staff
Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Executive 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 in relation to this policy and its implementation.

4.4 Parents and carers
Parents and carers are expected to notify staff or the Executive 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
- 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/carer
- 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

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 he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Trips and 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 trip ~~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 him or her to own them
- Optional extras (see section 6.2 below)
- Music and vocal tuition, in limited circumstances (see section 6.3 below)
- Certain early years provision
- Community facilities (for example, holiday childcare or swimming pool sessions)
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 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.
Any charge will not include the cost of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
Parental agreement to participation in the optional extra, and a willingness to meet the charges, is necessary for the provision of an optional extra that is to be charged for.

6.3 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/carer.
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
- For a pupil who is looked after by a local authority

6.4 Residential visits

We do not run residential visits for pupils.

7. Voluntary contributions

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

- Trips such as Warwick Castle/London and any such trip to enhance the curriculum
- Visits to the theatre – dance/ pantomime/ productions
- Visits to the school site such as theatre productions/ animal groups/ music groups

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

When requesting voluntary contributions we will make it clear to parents/carers at the outset if the activity cannot be funded without voluntary contributions. We will also make it clear that contributions are not compulsory. We will not send communications when requesting contributions in a way that may make parents/carers feel pressured to pay, for example by sending colour-coded letters or direct debit or standing order mandates.

If the school is unable to raise enough funds for an activity or visit, and it cannot be funded from other sources, then it will be cancelled. This will be made clear to parents/carers.

8. Activities this school charges for

The school will charge for the following activities:

- Wraparound Care and other extra-curricular clubs provided by the school or third party providers are charged per session

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10. Monitoring arrangements

The Executive Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by The Business manager annually.

At every review, the policy will be approved by the Executive Headteacher.

Reviewed:	October 2026
Approved by Governors:	21.10.2026
Next Review:	October 2027