



Let all you do be done in love
1 Corinthians 16:14

Farncombe CofE Infant School

Charging and Remissions Policy

Implementation Date: November 2024

Review Frequency: Annual

Next Review Date: July 2025

Approved by: Governing Body

Related Documents:

School Policies

Staff Code of Conduct Policy

External Documents

[Charging for school activities \(DfE Education Act \(1996\)\)](#)



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1 Corinthians 16:14

Table of Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Definitions.....	3
4. Roles and responsibilities	3
4.1 The governing board	3
4.2 Headteachers.....	3
4.3 Staff.....	3
4.4 Parents/carers.....	3
5. Where charges cannot be made	3
5.1 Education.....	3
5.2 Transport.....	4
5.3 Residential visits.....	4
6. Where charges can be made.....	4
6.1 Education.....	4
6.2 Optional extras.....	4
6.3 Residential visits.....	5
7. Voluntary contributions	5
8. Activities we charge for	6
8.1 DT and Cooking	6
8.2 Lost Books.....	6
9. Remissions	6
10. Monitoring arrangements	6



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1 Corinthians 16:14

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.

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 headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

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

Staff are responsible for:

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers 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:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)



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- 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/carers

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport provided in connection with an educational visit

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

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carers wishes the child to own them
- Optional extras (see section 6.2)
- Certain early years provision
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 LA or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit



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1 Corinthians 16:14

- 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/carers 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 that is to be charged for.

6.3 Residential visits

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

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 that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

The Governors will seek voluntary contributions for the benefit of the school or in support of any activity, whether during or outside school hours, residential or non-residential to cover, for example, the cost of travel, swimming tuition fees, entrance fees or insurance. It will be made clear that such contributions will be genuinely voluntary and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Parents claiming the following benefits will be invited to speak to the Executive Headteacher, Head of School or Home School Link Worker in confidence regarding the voluntary contribution:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)



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The Governors or Headteacher will also make clear to parents at the outset if any activity cannot be funded without voluntary contributions and at the same time, it will be made equally clear that the activity will not take place if parents are reluctant to support it. At the Executive Headteacher's discretion, the school will remit the appropriate contributions if the activity does not take place. There is no limit to the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. If anyone is genuinely unable to contribute towards the cost of an activity, they may indicate so in confidence to the Headteacher. The Governors will do all in their power to assist in these cases.

8. Activities we charge for

8.1 DT and Cooking

The cost of ingredients, materials etc. needed for practical subjects such as Food Technology or Art is budgeted for and may be borne by the school. Parents, who are willing to contribute, will be invited to do so on a voluntary basis. The school may charge for or require the supply of ingredients or materials if parents have indicated in advance a wish to own the finished product, if there is one. Pupils will not be treated differently according to whether or not materials are being provided by their parents.

8.2 Lost Books

The cost of lost books is recharged to parents, at a cost of £5 per lost reading book and £2.50 per library book. If a parent is unable to pay, this is not forced, and is asked for as a donation.

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.

Parents/carers who can prove they are in receipt of any of the following benefits may be exempt from paying the cost of visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher and School Business Manager every year.

At every review, the policy will be approved by the Governing body.