



Callow End CE Primary School Charges and Remission Policy

Approved by: Callow End Local Academy Board

Last reviewed on: 4th December 2024

Next review due by: December 2025

Chair of Governors: P. Grieve

Headteacher: Sarah Wilkinson

'Building a Foundation for love and learning'

Our school Christian vision of *'building a foundation for love and learning'* plays a significant role in our attitude towards behaviour management. Our vision is rooted in Christian theology which teaches us that God is love. We know from the Bible that God so loved the world that He gave his only son so that we may have eternal life. God teaches us how to live our lives and we use the words and example of Jesus to build a firm foundation for love and learning.

Our vision is also rooted in Matthew 7:24-25 when Jesus says:

'So then, anyone who hears these words of mine and obeys them is like a wise man who built his house on rock'

As a foundation for love we provide a welcoming, safe and supportive environment in which the qualities and abilities of all our pupils are nurtured and celebrated. We use our school's Christian values to guide us, sharing an ethos of love and respect, treating everyone in the way that we would like to be treated. We strive to celebrate differences both in our school community and around the world through our teaching, learning and shared life with our Church.

Jesus said 'So in everything, do to others what you would have them do to you.' Matthew 7:12

As a foundation for learning, we promote excellence, providing an inspirational curriculum which enables all pupils to aspire, achieve and flourish. We want our children to have positive emotional and mental health, and an understanding of their place in the wider world.

'I came that they may have life and live it to the full' John 10.10

All our policies are written to reflect and support this vision.

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

Academies, including free schools, check and add: 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 payable

4. Roles and responsibilities

Amend this section to reflect your own context.

4.1 The Local Academy Board

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

Responsibility for approving the charging and remissions policy and for monitoring the implementation of the policy has been delegated to the Chair of Governors

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)

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 (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 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

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/carer wishes the child to own them

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Certain early years provision

Community facilities

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, 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

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 Music tuition

Schools 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

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 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:

Insert activities your school may ask for voluntary contributions for, e.g. school trips, sports activities.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

8. Activities we charge for

The school will charge for the following activities:

Extra-curricular activities.

- We make no charges for activities run by school staff apart from a small charge for ingredients for cooking club. This is calculated by adding the cost of buying ingredients for the 8 sessions and dividing it equally between the pupils who are signed up for the club.
- External organisations running activities in school may make a charge. This will be for the cost of staffing and equipment. The total cost will be divided equally between the pupils who are signed up for the club.
(If the activity has been planned to increase pupils' health, fitness or wellbeing as part of the school's Sports Premium strategy, this cost is usually met by the school through the Sports Premium funding.)

Early Birds

There is a charge for the before school club (Early Birds). This charge covers staffing and resources. Parents book sessions in advance and pay for the session using School Money.

Activity Club

There is a charge for the after-school club (Activity Club). This charge covers staffing and resources. Parents book sessions in advance and pay for the session using School Money

For regular activities, the charges for each activity will be determined by the governing board and reviewed in September each year. Parents/carers will be informed of the charges for the coming year in September each year.

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.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential 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 Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Headteacher annually.

At every review, the policy will be approved by the Chair of Governors.

We aim to provide the best we can for all our pupils and would not wish for any child to miss an opportunity because of voluntary contributions or legitimate charges. Parents are urged to talk to the Headteacher in confidence, should they have any concerns about payments requested for an activity.