Charging and Remissions Policy for School Activities

Approved by:	Finance Committee
Last reviewed on:	Autumn Term 2026
Next review due by:	Autumn Term 2027 (or sooner if legislation, guidance, or circumstances change)

Background

Under the provisions of the 1996 Education Act ("the Act") neither the LA (Local Authority) nor a Governing Body may levy charges on a registered pupil at a school or her/his parents without first making information about their charging and remissions policies generally available. At Nether Green Junior School we aim to provide a variety of activities to enrich children's learning experience. The following policy outlines the principles upon which we may levy a charge for such activities.

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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

The policy also takes account of:

- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

- The Charges for Music Tuition (England) Regulations 2007

- The Education (Charges for Early Years Provision) Regulations 2012

- The Children's Wellbeing and Schools Act 2026, which requires state-funded primary schools to provide breakfast club provision free of charge for qualifying pupils once that duty is brought into force

- DfE guidance on free school meals eligibility, and on what maintained schools must publish online

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.

Responsibility for approving the charging and remissions policy has been delegated to the finance committee.

Monitoring the implementation of this policy has been delegated to the finance committee.

4.2 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

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

A visit is treated as taking place during school hours as follows:

- Non-residential visits: if 50% or more of the time spent on the visit falls within school hours (travel time counts if the travel itself takes place during school hours).

- Residential visits: if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit. A half day is any period of 12 hours ending with noon or midnight.

No charge can be made for education on a visit that is treated as taking place during school hours. The costs of such visits, including incidental costs, may be met from voluntary contributions (see section 7).

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.

In order to enhance and extend the learning experience the children have at Nether Green Junior School the school will often seek “voluntary contributions” to cover the cost of the activity. This may be to benefit of the school generally or in support of any activity organised by the school whether during or outside school hours.

The school will give reasonable notice of the request for voluntary contributions and especially for residential trips. Such contributions must be “genuinely voluntary” and any such request to parents or other parties must make clear that there is no obligation to contribute. Pupils at the school will not be treated differently according to whether or not their parents have contributed.

Where an activity cannot be funded without voluntary contributions this should be explained to parents at the outset. Parents/carers will be advised in writing about a proposed activity, and it will be clear that there is no obligation to contribute and that no pupil would be omitted from the activity because her/his parents did not contribute.

There is no limit on the size of any voluntary contribution nor is there any restriction on the use to which the contribution may be put.

The costs and means of funding an activity should be explained to parents and others interested to contribute.

Parents/carers must not be made to feel pressurised into contributing. The school will not send colour-coded or otherwise differentiated reminders to parents/carers, and will not send direct debit or standing order mandates when requesting voluntary contributions.

In so far as it is possible, the school will seek to plan a comprehensive programme of school activities with full consultation with the governors. Nevertheless if opportunities arise the school will have the discretion to decide to take up opportunities if it is felt they will benefit the children.

If the school is unable to raise enough funds for an activity or visit, and cannot fund it from some other source, it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

After-School Club, Sports Clubs before school, after school and during lunch time. Other Extra-curricular clubs such as Art club, French club etc. These can change on a half termly basis.

Breakfast Club is run independently by a charity, which sets and collects its own charges. It is not covered by this policy.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June each year. Parents/carers will be informed of the charges for the coming year in July 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 show that they receive any of the following benefits, which qualify a child for free school meals, will be exempt from paying the cost of board and lodging for residential visits:

- Income-related Employment and Support Allowance

- Support under part VI of the Immigration and Asylum Act 1999

- The guaranteed element of Pension Credit

- Universal Credit (from the start of the 2026 to 2027 academic year, regardless of household income)

The list of qualifying benefits is set by the DfE and may change, so the school will apply the criteria published on GOV.UK ("Apply for free school meals") at the time of the visit.

10. Monitoring arrangements

The headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the finance committee.

The headteacher will report to the finance committee each year on the charges made and the remissions granted (without naming pupils).

This policy will be published on the school website, as required for maintained schools, and a copy will be provided to parents/carers on request.

This policy should be read alongside the school's other relevant policies, including those on educational visits, equality and complaints.