



## CHARGING AND REMISSIONS POLICY September 2025

Author	Date of Publication	Date of Review
Kate Needs	September 2025	September 2026

# LADY BANKES PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### Introduction:

This policy is based on advice from the DfE on and the Education Act 1996 sections 449-462 which sets out the law on charging for school activities in England. Schools are required through their funding agreements to comply with the law on charging for school activities.

### Governing Body:

The governing body has overall responsibility for approving the charging and remission policy, but can delegate this to a committee, an individual governor or the headteacher.

### Headteacher:

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

### Staff:

Staff are responsible for implementing this policy and the school will provide appropriate training in relation to this policy and its implementation

### Education

What Schools **cannot** charge for:

- 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<sup>1</sup>, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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*
- Music tuition for a pupil who is looked after by the Local Authority
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and

### Transport:

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

### Residential Visits:

- Education provided on visits that take place during school hours
- Education provided on visits that take place outside of school hours if part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious Education

### What Schools **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances – *see education section, point 4*
- certain early years provision;
- community facilities.
- board and lodging on residential visits, charge must not exceed actual cost.

### Optional extras

Charges can be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - part of religious education.
  - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised home learning sessions).

In 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, this includes 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity 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 therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Voluntary contributions**

As an exception to the requirement set out in the Education section of this document, the school is able to ask for a voluntary contribution from parents to fund activities which would not otherwise be possible.

### **Activities we charge for:**

This list includes, but is not limited to, the typical activities school charges for:

- before and after school clubs
- enrichment trips and visits, including day and residential trips

The cost of all of these activities are given to families well in advance of the event and will be calculated on the entire cost of the activity. Club costs will be calculated by the provider and communicated to families.

### **Remissions:**

The school will ensure that parents on low incomes and in receipt of the benefits listed below will be informed of the support available to them when being asked for contributions towards the cost of school visits.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance

- Support under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Universal Credit

**Monitoring arrangements:**

The finance and personnel committee of the governing body will monitor the charging and remissions policy as part of their annual policy review cycle. The school will ensure that the policy complies with current legislation in regards to charging and remission arrangements.