

# St Ann's Heath Junior School

## Charging and Remissions Policy

This school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment. We aim to foster good relations between all members of the school community ensuring they are treated equally and without prejudice.

### 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 made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils 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.

### 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

#### The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but monitoring of this policy has been delegated to the Finance Working Group.

#### The Co- Head Teachers

The Co-Head Teachers are 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 the charging and remissions policy consistently
- Notifying the Co-Head Teachers 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.

## Parents

Parents are expected to notify staff or the Co-Head Teachers of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

The list below outlines **what the school cannot charge for**:

### Education

- Admission applications
- Education provided during school hours
- 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school

### 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

### 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. Where charges can be made

The list below outlines **what the school can charge for**.

### Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities

### 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
- 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 club and after-school clubs)  
*NB: Places on such services are allocated on a strictly 'first come, first served' basis*

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **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.

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

### **Residential visits**

The school charges for board and lodging on residential visits, ensuring the charge does not exceed the actual cost.

## **7. Voluntary contributions**

The restrictions on charging for school activities do not in any way prohibit the school to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

Special Creative Curriculum days, themed weeks, educational visits and workshops

**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. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.**

## **8. Activities that we charge for**

The school will charge for wrap around care held on site in The Den and managed by St Ann's Heath staff in the form of a Breakfast club and After school Club sessions. The costs for these sessions are calculated to include the maintenance, cleaning and heating of a dedicated building, the appropriate levels of staffing, the cost of breakfast or a snack and drinks and activities and arts and crafts for the children to participate in. Costs are reviewed annually.

## 9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 of this policy. This will be at the discretion of the Co-Head Teachers and will depend on the activity in question.

Pupil Premium funding can be used if applicable to ensure the full participation of children on trips and visits. Parents are encouraged to engage with the school to discuss any financial hardships that may not allow their children to participate in activities deemed as Optional extras so that the Co-Head Teachers can offer support.

## 10. Monitoring and Reviewing

The implementation of this policy is monitored by the Co-Head Teachers, members of the SLT and by Governors through the Finance Working Group to evaluate its implementation and effectiveness. This policy will be reviewed every two years, or earlier if the need arises. This policy will be promoted and implemented throughout the school.

Policy Status	
Agreed by Governors	December 2025
Next Review Date	December 2027

### Charging and Remissions policy Version Control

Reviewed date	Agreed amendments
November 2025 by Helen Golder	<ul style="list-style-type: none"> <li>- Amended Aims (from The Key)</li> <li>- Amended reference to Finance and Staffing Committee to Finance Working Group</li> <li>- Added Transport to Section 5 where charges cannot be made</li> <li>- Added section 8 Activities we charge for</li> <li>- Re-numbered Remissions to section 9 and added reference to communication with parents in financial difficulty</li> </ul>