Templefield Lower School

Charging and Remissions Policy

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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

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.

Definitions

Charge – a fee payable for specifically defined activities
Remission – the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing body has overall responsibility for approving this policy but can delegate this to a committee, an individual governor or the headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy.

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

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.

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding this policy.

Charging for education

The school will not 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of Religious Education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless 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 resits, if the pupil is being prepared for the resits at the school

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent/carer wishes their child to own them
- Optional extras
- Music tuition (in certain circumstances)
- Certain early years provision
- The use of community facilities and other commercial activities

- Provision of information within the scope of freedom of information

Optional extras
The school may charge for the following optional extras:
- 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
  - Part of Religious Education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the local authority 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 e.g. breakfast clubs, after-school clubs

When calculating the cost of optional extras, an amount may be included in relation to the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff, including teaching assistants
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

Voluntary contributions
The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents/carers at the outset. The school will make it clear to parents/carers that there will be no obligation for parents/carers to make any contribution. Parents/carers will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents/carers.

The school will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

Music tuition
The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's

parents/carers. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the National Curriculum.

Charging will also not be made if the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.

No charge will be made in respect of pupils who are looked after by the local authority.

Transport
The school will not charge for:
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide the transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school
- Transport provided for an educational visit

Residential visits
The school will not charge for:
- Education provided on any visit that takes places during school hours
- Education provided on any visit that takes place outside of school hours if it is 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
- Supply teachers to cover for teaches accompanying pupils on visits

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents/carers will be exempt from board and lodgings costs if they can prove that they are in receipt of one or more of the following benefits:
- 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 that they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

Damaged or lost items
The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents/carers. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Remissions
In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing body and will depend on the activity in question.

School trip refunds
All initial deposits for school trips will be non-refundable. Parents/carers will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents/carers.

In the event that a pupil or their parents/carers cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents/carers.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent/carer wishes to make a complaint about refunds, they will be able to do so via the complaints procedure.

Monitoring and review
The school business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed every two years by the headteacher. At every review, the policy will be approved by the governing body.

Approved by governors: July 2026

Last reviewed: May 2026

Next review: May 2028