

St Barnabas Primary School

POLICY DOCUMENT

Title: School Charging and Remissions Policy
Reference and Source Document: DfE Charging for school activities DfE Statutory policies for schools and academies The Education Act 1996 WCC Guidelines
The key purpose: Develop understanding of charging procedures
Lead Staff Responsibility: Head Teacher
Governing Body Responsibility : Finance and Resources Team
Reviewing Cycle and next date: Annually. Autumn 2026
Approved by Leadership Team on: 6.10.25
Approved by Governing Body on: 13.10.25

St. Barnabas CE Primary School & Green Lane Pre-School

Christian Vision and Aims statement

Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and pre-school **all people** are **valued**, **encouraged** and **cared for**:

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

We aim to:

Inspire a positive approach to life and learning;

*Value and **nurture** each child as an individual: developing **resilience**, **independence**, and an **understanding** of what they bring to the world;*

*Create a rich, stimulating environment where **achievements** are celebrated and **team work** and **co-operation** are expected;*

*Promote **high expectations** and **self-confidence** for each individual;*

*Ensure each child strives towards **excellence** supporting those who find learning difficult and challenging the most able children;*

*Develop and foster **motivation** for learning and **enthusiasm** for life;*

*Promote a sense of **belonging** and build outstanding **relationships** between school, home, church and the wider community.*

*Help every person understand their **unique purpose** and **place** in **God's world**.*

St. Barnabas C.E. Primary School & Green Lane Pre-School

Charging and Remissions Policy

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1. Aims and overall principle

St. Barnabas CE Primary School with Green Lane Pre-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

The basic principle underlying the charging provisions of the Education Act 1996 is that the education provided by a maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.

The Governing Body have therefore decided the following:

1. Under normal circumstances the school will provide or pay for any, equipment, materials or ingredients that is needed for practical subjects. However, should the Parents /Carers wish to own a finished article, then the Head and/or Governing Body have a right to ask for part or full payment of materials used.
2. If the number of places for a particular activity is limited, the Head and/or

Governors will decide which pupils should participate, and this decision will be made without reference to a Parents/Carers willingness or ability to make voluntary contribution towards the cost.

3. St. Barnabas CE Primary School with Green Lane Pre-School is an inclusive school. When requesting **voluntary contributions** (see Section 7), the school always seeks to keep the cost of any school trips and visits reasonable and affordable and to offer financial support to those entitled to certain benefits, as outlined in Appendix 1 or any child who is Looked After by the Local Authority.
4. The school will always make clear to parents and carers from the outset of arranging any trip or visit where the costs involved are **voluntary contributions** and, that if insufficient funds are raised, that the trip may need to be cancelled. No parent or carer will be asked to financially subsidise any trip or visit over and above the costed amount requested for their own child. No child will be excluded from a trip or visit based on a parent or carers ability or willingness to pay.

The school always seeks to give parents and carers sufficient notice to make payments and for more costly trips, to give the option of paying in instalments over a period of time. The school also actively seeks local, high quality, educational opportunities which have no financial cost involved.

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](#).

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 body

The governing body has overall responsibility for approving the charging and remissions policy, but delegates this to the Finance and Resources committee. Monitoring the implementation of this policy has been delegated to the Finance and Resources committee.

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.** These are made online via the Local Authority.
- **Education provided during school hours** (including the supply of any materials, books, instruments or other equipment)
- **Education provided outside school hours** if it is a necessary part of the National Curriculum and **not an optional extra.**
- **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.** For example, **we do not charge** for musical tuition in Year 4 where every pupil learns to play a tuned instrument such as the cornet.

5.2 Transport

- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated, for example an agreed split placement at Perryfields short-stay school.

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** (over and above Government Funded nursery hours)
- **Community facilities**, for example the hire of the school hall or playing field for an event or activity.

6.2 Optional extras

We **can** 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
- Transport
- Board and lodging for a pupil on a residential visit
- Extended day and wraparound care services offered to pupils (such as our breakfast club, after-school clubs and tea)

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. **We do not make a profit from providing any additional activity.**

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.

We can charge for **optional extra activities** which are over and above the national curriculum offer.

We can charge for **transport** to and from the destination.

We always offer **financial support** any pupil who is in receipt of the listed benefits in Appendix 1 to take part in and attend residential trips and visits, including covering the full cost of board and lodging.

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:

School trips or off-site visits where there is a significant cost to school

Some off site sports activities

Theatre, music or drama companies to school where this is over and above the national curriculum offer

Visitors to school where there is a significant cost to school such as an author, sports visitor or history specialist

Some ingredients when the child is bringing the food/product home.

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

8.1 The school will charge for the following activities:

- **Wraparound care** to include Breakfast Club, After School Club (ASC) and sports clubs where school is paying for sports instruction
- **Some after school clubs** where there are costs associated for staffing or equipment.
- **Individual or group music lessons** over and above national curriculum music provision and where a parent or carer has requested individual or group lessons.
- **Some aspects of any residential trip** organised by school, as outlined in section 6.4
- **Transport** to swimming lessons, when the weather is too poor to walk. The cost of the lessons is paid by school.
- **Transport** to school trips and visits.

For regular activities, such as wraparound care, the charges for each activity will be determined by the governing body and reviewed at least annually or sooner if necessary.

Parents/carers will have a **minimum of one month notice before any price changes** and be informed of any changes to charges for the coming term in December, April and July each year.

The Governors give the Headteacher authority to ask Parents/Carers for payment for damages to property or equipment provided it can be proved beyond all reasonable doubt that such damage was the result of their child's behaviour.

St. Barnabas Wrap Around Care and Green Lane Pre-School

8.2 Our fees are:

- a) Payable in advance.
- b) Payable even if a child is absent for any reason, whether this is through illness or a holiday taken in term time, unless 4 weeks' notice of absence is provided in writing.
- c) Payable if the session is booked and for any reason the child is unable to attend.

We understand that exceptional circumstances may arise where parents need to change the child's session. Where this occurs, parents must contact us as soon as possible so we can see if a swap is possible. We reserve the right to charge a fee of £5 where a late collection is made and/or charge a fee of £2.50 where bookings are changed.

Parents must settle their invoice by the date stated on the invoice or a 10% late payment fee will apply to the balance remaining.

Failure to settle any invoice in full may result in the child's place being forfeited.

We invite any parent or carer who is struggling financially to share any concerns in confidence with the Headteacher or Finance Manager so that a financial support plan can be put in place.

Green Lane Pre-School only:

If a place is forfeited or a parent should decide to withdraw a child from pre-school, please note that:

- a) four weeks' fees are payable if the place is forfeited; and
- b) four weeks' notice must be given of withdrawal or four weeks' fees will be charged

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 body or the headteacher and will depend on the activity in question.

10. Monitoring arrangements

The Finance Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the headteacher, finance manager and chair of finance and resources committee at least annually (October) At every review, the policy will be approved by the Finance and Resources Committee.

Agreed by Governors on 13.10.25

Charging and Remissions Appendix 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)