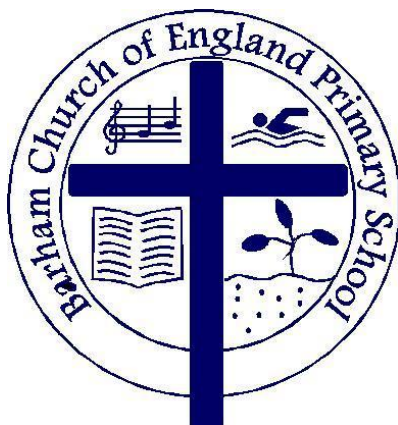


Barham Church of England Primary School



Charging and Remissions Policy

Reviewed	September 2026
Review frequency	Annually
Review body	Finance, Personnel and Premises Committee (FPP)
Next review	September 2027

1. Introduction

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences, can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular), independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities.

This policy informs staff and parents/carers about charging for school activities. It reflects sections 449 to 462 of the Education Act 1996 and current Department for Education guidance.

The school will apply this policy fairly and sensitively, in keeping with our values of being kind, confident and curious.

Status: Statutory

2. Aims

- Have robust and clear processes in place for charging and remissions.
- Clearly set out the activities for which charges may and may not be made.
- Ensure that requests for voluntary contributions are transparent and do not place pressure on families.
- Offer a broad range of activities and visits whilst minimising financial barriers for pupils.

3. Legislation and guidance

This policy is based on:

- Sections 449 to 462 of the Education Act 1996, which set out the law on charging for school activities in England.
- Department for Education guidance, Charging for school activities.
- The Charges for Music Tuition (England) Regulations 2007.
- The Education (Charges for Early Years Provision) Regulations 2012, where applicable.
- Current Department for Education guidance on free school meals and the statutory criteria for remission of board and lodging charges on residential visits.

4. Definitions

Charge: a compulsory fee payable for a specifically defined activity where charging is permitted by law.

Voluntary contribution: a contribution requested from parents/carers which they are under no obligation to make.

Remission: the full or partial cancellation of a charge which would otherwise be payable.

Optional extra: an optional activity for which a charge may lawfully be made, normally because it takes place outside school hours and is not part of the National Curriculum, religious education or a prescribed public examination syllabus.

5. Roles and responsibilities

5.1 The governing body and FPP Committee

The governing body has overall responsibility for the charging and remissions policy and for monitoring its implementation. Detailed review and monitoring are delegated to the Finance, Personnel and Premises (FPP) Committee.

5.2 The headteacher

The headteacher is responsible for ensuring that staff are familiar with this policy, that it is applied consistently and that families are informed of any support or remission available.

5.3 Staff

- Implement this policy consistently.
- Ensure that communications to parents/carers clearly distinguish between compulsory charges and voluntary contributions.
- Refer any uncertainty or exceptional circumstances to the headteacher or school business manager before requesting payment.

5.4 Parents/carers

Parents/carers are encouraged to contact the school confidentially if they have questions about a charge, need a payment plan or may require financial assistance.

6. Where charges cannot be made

The headteacher, staff and governors will ensure that no charges are made for the following:

6.1 Education

- Admission applications to the school.
- Education provided during school hours, including the supply of materials, books, instruments or other equipment.
- Education provided outside school hours where it is part of the National Curriculum, religious education or a syllabus for a prescribed public examination for which the pupil is being prepared at the school.
- Instrumental or vocal tuition where it is an essential part of the National Curriculum, is provided under the first-access Key Stage 2 instrumental and vocal tuition programme, or is provided to a pupil who is looked after by a local authority.
- Entry for a prescribed public examination where the pupil has been prepared for it at the school, and examination re-sits where the pupil is being prepared for the re-sit at the school.

6.2 Transport

- Transporting registered pupils to or from the school premises where the local authority has a statutory duty to provide transport.
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement where the pupil has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

6.3 Educational and residential visits

- Education provided on a visit that takes place during school hours.
- Education provided on a visit outside school hours where it is part of the National Curriculum, religious education or a prescribed public examination syllabus.
- Supply teachers covering for teachers who are absent from school because they are accompanying pupils on a residential visit.

6.4 Swimming

Curriculum swimming and water-safety education are provided free of charge. The school may request a voluntary contribution towards additional swimming opportunities, specialist enrichment or the operating costs of the school's on-site swimming pool, but no pupil will be excluded because a contribution is not made.

7. Where charges can be made

7.1 Materials and finished products

A charge may be made for materials, ingredients, books, instruments or equipment where a parent/carer has indicated in advance that they wish their child to own or take home the finished product or item.

7.2 Optional extras

The school may charge for optional extras, including:

- Education provided outside school hours which is not part of the National Curriculum, religious education or a prescribed public examination syllabus.

- Transport which is not required to take a pupil to school or to premises where the governing body or local authority has arranged for education to be provided.
- Board and lodging on a residential visit.
- Extended-day services, including breakfast clubs, after-school clubs and supervised activities outside the school day.
- Activities delivered by an external provider where participation is optional.

When calculating the charge for an optional extra:

- The charge will not exceed the actual cost of providing the activity and the school will not make a profit.
- Where a shared cost is calculated, it will be divided equally between the pupils participating.
- The cost may include relevant materials, equipment, accommodation, buildings, non-teaching staff and staff engaged specifically to provide the optional extra.
- The charge for an individual pupil will not include a subsidy for other pupils whose parents/carers are unwilling or unable to pay.
- The charge will not include the cost of alternative provision for pupils who do not participate.
- Parental agreement is required before a pupil takes part in an optional extra for which a charge will be made.

7.3 Music tuition

The school may charge for individual or group instrumental or vocal tuition provided at the request of a parent/carer. Charges will not exceed the cost of provision, including the cost of the staff or provider giving the tuition. No charge will be made in the circumstances listed in section 6.1.

7.4 Residential visits

The school may charge for board and lodging on residential visits, but the charge must not exceed the actual cost. Charges will not be made for education, travel or supply cover where charging is prohibited by law. Statutory and discretionary remissions are set out in section 10.

7.5 Community facilities

Where the school provides community facilities or hires school facilities outside the school day, charges may be made under the school's separate lettings or community-use arrangements.

8. Voluntary contributions

We do not charge for the majority of our school-time activities, but we do invite parents/carers to make a voluntary contribution in order to assist with the cost. If a particular activity cannot take place without some help from parents/carers, this will be explained during the planning stage.

There is no obligation to make a voluntary contribution and no pupil will be excluded from an activity funded through voluntary contributions because their parent/carer is unwilling or unable to contribute. This does not remove a lawful charge for an optional extra or for board and lodging, subject to the remissions in this policy.

Requests, including online payment requests, will clearly state that contributions are voluntary. Parents/carers will not be pressured to contribute and pupils will not be treated differently according to whether a contribution has been made.

If insufficient voluntary contributions are raised and the school cannot meet the shortfall from another source, the activity or visit may be cancelled. Parents/carers will be informed of this possibility at the outset.

The school may request voluntary contributions towards school trips and visits, visiting speakers or workshops, sports and arts activities, curriculum enrichment, swimming provision and other activities which enhance the curriculum.

9. Activities for which the school makes charges

Activity	Basis of charge
Kingfisher Breakfast and After School Club	Fees reflect the cost of staffing, food, resources, administration and premises. Current rates and booking/cancellation arrangements are published separately and reviewed regularly.

Activity	Basis of charge
Optional extra-curricular clubs and activities	The actual cost of the provider, staffing, resources, premises, insurance or administration, divided fairly between participating pupils.
Instrumental or vocal tuition and instrument hire	The actual charge made by the music service or provider, including any agreed administration or hire cost, subject to statutory exemptions.
Residential visits	The actual cost of board and lodging only, together with any lawful optional-extra costs. Statutory and discretionary remissions apply.
Materials or ingredients for items pupils keep	The cost of the materials or ingredients, where the parent/carer has agreed in advance that the pupil may own or take home the finished product.

10. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits for which charges can legally be made may be offered at no charge or at a reduced charge in particular circumstances.

10.1 Statutory remission for residential visits

Where a residential visit includes education for which charging is prohibited, parents/carers who meet the statutory criteria prescribed under section 457 of the Education Act 1996 will be exempt from paying the cost of board and lodging. The school will inform parents/carers of this entitlement and will use the current statutory and local-authority checking arrangements in force at the time of the visit.

The prescribed categories may include the following, where still applicable:

- Universal Credit where the household meets the current statutory conditions for section 457 remission (linked to targeted free school meals).
- Income-related Employment and Support Allowance or the guarantee element of Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Qualifying legacy benefits, including Income Support, income-based Jobseeker's Allowance, Child Tax Credit or Working Tax Credit run-on, where still applicable and within the prescribed limits.
- Any successor benefit or other category prescribed by legislation.

From September 2026, expanded free school meals are a meals-only entitlement for additional Universal Credit households; statutory residential remission continues to follow the section 457 criteria.

10.2 Discretionary remission and financial hardship

The headteacher may authorise full or partial remission of other lawful charges, or support with voluntary-contribution activities, where a family is experiencing financial hardship. Decisions will be made confidentially, consistently and subject to the funds available.

Factors may include eligibility for targeted free school meals or pupil premium, exceptional changes in family circumstances, looked-after or previously looked-after status, no recourse to public funds, or other evidence of hardship. Pupil premium entitlement is not, by itself, a statutory entitlement to remission.

Where appropriate, the school may offer staged payments or an individual payment plan. Parents/carers should contact the headteacher or school office at the earliest opportunity.

11. Monitoring and review

The headteacher and school business manager will monitor charges and remissions and ensure that they comply with this policy.

The FPP Committee will receive an annual financial report on activities for which charges were made and on subsidies or remissions awarded, without identifying individual families.

This policy will be reviewed annually by the FPP Committee on behalf of the governing body, or sooner if legislation or Department for Education guidance changes.