



## Charging and Remissions Policy

Agreed by the Governing Body in:	September 2025
Review Date:	September 2026
Review Schedule:	Annually
Person(s) Responsible:	Sarah Price/SBM

## Charging and Remissions Policy

This policy should be read in conjunction with the following:

- Charging for school activities (DFE)
- Education Act 1996 (sections 449-462, which set out the law on charging for school activities in maintained schools in England.)
- Bad Debt Policy
- Lettings Policy

### **Our Aims**

This policy sets out the framework for charging and remissions. It aims to achieve the following:

- 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.

### **Roles and Responsibilities**

#### **The Governing Body**

- The Governing Body has overall responsibility for approving the charging and remissions 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. In our school, responsibility for approving the charging and remissions policy has been delegated to the Finance Committee; monitoring the implementation of this policy has also been delegated to the Finance Committee.

#### **The 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 the charging and remissions policy consistently.
- Staff must notify the Headteacher 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 asked to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

1. Admissions

There is no charge for admissions.

2. School Meals

- There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount (£2.60 per meal) decided by the Headteacher and Governing Body.

3. Public Examinations

- There is no charge for examinations that are part of the curriculum, where children have been prepared for the examinations by the school.
- There is **a charge** of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) in curriculum time at the school (see optional extras under section 5) as part of the National Curriculum.

4. Reference / Report Requests

- There is no charge for reference requests for state secondary schools. The school will however charge for the completion of reference / transfer forms for pupils applying to the private sector. These will be equal to, and not exceed, costs sufficient to cover alternative teaching arrangements for the class, while the teacher completes the forms (standard cost £20).
- The school will complete all documentation required for SEND and psychologist assessments initiated by the school at no cost to parents. However, where parents seek private assessments, the completion of associated paperwork by school staff will incur an administrative charge. This will be equal to, and not exceed, costs sufficient to reflect staff time required to complete the documentation, and any consequential staffing or cover arrangements needed to support this work (standard cost £25).

5. Activities that take place during school hours (this does not include the break in the middle of the day)

- There is no charge for activities during school hours with the exception of music tuition (see section 8). There is no charge for transport during school hours to school-organised activities.
- We may charge for:
  - Books and materials that the parent wishes the child to keep (the cost will be made clear before the charge)
  - Optional extras (section 5)
  - Music or vocal tuition (section 8)

6. Activities that take place outside of school hours (non-residential)

- There is no charge for activities that take place outside of school hours when they are:
  - Part of the set national curriculum, including sports matches against other schools;

- Part of the syllabus for a public examination that the pupil is being prepared for by the school;
  - Part of the school's basic curriculum for religious education.
- The school will charge for optional extras, including:
    - 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;
    - Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
    - Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education;
    - Board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

- The Headteacher will decide when it is necessary to charge for optional activities and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee. The charges, when determined, will be published on the school's website and appended to this policy.
- Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 13).
- 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
  - 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **7. Activities that take place partly during school hours, either on or off site**

- Where the majority of a non-residential activity takes place during school hours, the charging of the activity will be the same as is outlined in section 5. Travelling time is included in time spent on activity.
- In cases where the majority of a non-residential activity takes place outside of school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case, the charging of the activity will be the same as is outlined in section 5.

## 8. Residential activities

- The school will not charge for:
  - 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, 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;
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
  - Travel costs where the residential activity is classed as being within school hours;
  - Residential activities that take place during school hours.
- The school will charge for:
  - Board and Lodging - When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 13 for more guidance on remissions).
  - Travel - Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
  - Activities - The school may charge for residential activities that fall **outside** of school hours (see section 5).

## 9. Music tuition within school hours

- Stamford Park Primary School follows government legislation which states that all education provided during school hours must be free; however, specialist music lessons are an exception to this rule. Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s). A voluntary contribution may be requested from parents / carers for access to wider opportunities provided by Trafford Music Service.

- The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.
- Stamford Park Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for some music tuition within school hours will be remitted for pupils on free school meals.

#### 10. Extended services

- Stamford Park Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:
  - high-quality learning opportunities either side of the school day e.g. Breakfast Club and a wide range of before & after school sports/activity clubs;
  - ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support or to more specialist services (such as health, social care or special educational needs services);
  - ways of increasing pupil engagement;
  - ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
- The total charge for these will not exceed the cost of providing the activity and no parent will be asked to subsidise others.
- For regular activities, the charges for each activity will be determined by the Governing Body after considering building and insurance costs, staff provision and the cost of any materials. Any income received above the costs incurred will be regarded as profit for the school:
- Breakfast Club charges are reviewed annually and parents will be provided with a half-term's notice of any fee increases.
  - Current charges are
    - £6.50 per day for full term bookings
    - £7.00 per day for bookings less than a full term
    - £8.00 per day for ad-hoc bookings
  - Payments are requested termly in advance via ParentPay or Government Childcare Tax Free vouchers. If this isn't possible, the Headteacher will always endeavour to meet the individual requirements of families. In these instances, parents should submit a proposed payment schedule for approval by the Headteacher.
- Before / after school club charges will be determined on a termly basis as each club is established and will be advised to parents prior to booking. Current fees of £4 per session will be payable for all sessions within the block at the time of booking and are accepted via Parent Pay.

#### 11. Lettings of School Premises

- Use of the school premises by a community group or a commercial organisation is encouraged, and charges are made at an hourly rate and published in our Lettings Policy. The charges are determined after considering building costs, insurance costs and caretaking responsibilities and are reviewed on an annual basis by the Governing Body. Any income received above the costs incurred will be regarded as profit for the school.

## 12. Staff Activities

- From time to time staff are asked to use their educational experience and knowledge to provide wider activities to benefit others e.g. mentoring to trainee teachers on approved schemes such as PGCE or moderation guidance to other schools within the Local Authority. Charges are made by our school for these services as follows:
  - PGCE Mentoring charges are set by the educational establishment providing the course and monitored by the Governing Body annually;
  - Moderation Charges are approved by the Local Authority and determined based on the member of staff's salary and any additional expenses e.g. travel.

## 13. Damage to property and breakages

- Where school property has been wilfully or recklessly damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## 14. Remissions and Concessions

- The school will give consideration to the remission of charges to parents or carers who receive the following support payments: Income Support, Income-based Jobseeker's Allowance, Income-related employment and support allowance, Universal Credit, Working Tax Credit, Child Tax Credit (where the person is not receiving Working Tax Credit as well), Guaranteed Element of State Pension Credit and Support under part VI of the Immigration and Asylum Act 1999.
- Children of families who receive these payments may also be entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher and Chair of Governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

## 15. Voluntary Contributions

- The Governing Body may ask for voluntary contributions to the school for general funds and / or to fund activities that will enrich our pupils' education e.g. school trips. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled, all monies paid will be returned to parents. There is no

obligation for a parent or carer to make any contribution and the school will not pressure parents to make a contribution.

16. Inability or unwillingness to pay

- Stamford Park Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.
- The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

**This policy will be reviewed annually by the Finance Committee.**