

William Ransom Primary School



Charging and Remissions Policy 2025-28

Adopted by Governing Body Spring 2025

Next review Spring 2028

Mission Statement: At William Ransom, we are committed to providing our children with a safe and nurturing environment that will enable all children to reach their potential, academically, socially, physically and emotionally. Our vision is that every child becomes a confident, self-motivated, resilient and independent learner with a life-long zest for learning.

Charging and Remissions Policy

Aims of Policy

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 charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the 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

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.

Headteachers

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

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

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

Where Charges Cannot be Made

Education

- 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
- 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/carer

Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport

Where charges can be made

Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

Optional extras

We are able to 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs and supervised homework sessions)
- 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 hiring rooms within the school to outside organisations.
- 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/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.

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

Residential visits

We can charge for travel, board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out in the 'where charges cannot be made' 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, sports activities, workshops, visitors, enrichment activities.

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.

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.

Monitoring arrangements

- The Governing Body monitors charges and remissions, and ensures these comply with this policy.
- This policy will be reviewed by the Governing Body every three years, or before if necessary.
- At every review, the policy will be approved by the Governing Body.
- For regular activities, the charges for each activity will be determined by the Governing Body and reviewed annually. Parents/carers will be informed of the charges for the coming year on an annual basis.