



Charging and Remissions Policy

March 2025

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1. 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 be made.

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 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

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 Trust Board

The Trust Board has overall responsibility for the charging and remissions policy. The Trust Board has delegated authority to the Headteacher for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Audit Committee.

4.2 Headteacher

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 which 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

Parents 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

5.1.1. Admission applications

5.1.2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

5.1.3. 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

5.1.4. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

5.1.5. Entry for a prescribed public examination if the pupil has been prepared for it at the school.

5.2. Transport

5.2.1. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

5.2.2. Transporting registered pupils to other premises where the Trust Board or local authority has arranged for pupils to be educated.

5.2.3. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

5.2.4. Transport provided in connection with an educational visit.

5.3 Educational Visits

5.3.1. Education provided on any visit that takes place during school hours.

5.3.2. Education provided on any visit that takes place 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

6. Where charges can be made

Below we set out what we can charge for:

6.1 Education

6.1.1. Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.

6.1.2. Optional extras (see below)

6.1.3. Music and vocal tuition, in limited circumstances

6.2 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:

6.2.1. 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

6.2.2. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

6.2.3. Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or Trust Board has arranged for the pupil to be provided with education)

6.2.4. Board and lodging for a pupil on a residential visit

6.2.5. Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

6.2.6. Any materials, books, instruments or equipment provided in connection with the optional extra

6.2.7. The cost of buildings and accommodation

6.2.8. Non-teaching staff

6.2.9. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

6.2.10. 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 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 which 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. 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 will charge for board and lodging on residential visits, but the charge must not exceed the actual cost. 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. Parents who can prove they are in receipt of any of the benefits listed in Paragraph 9, will be exempt from paying the cost of board and lodging for residential visits.

7. Voluntary contributions

The school will ask for contributions from parents to fund activities and school trips that will enrich our pupil's education during school hours which would not otherwise be possible. In addition to contributions to school trips, we request a £20 voluntary contribution from each family for each academic year.

There is no obligation for parents to make any contribution to school trips, and no child will be excluded from an activity if their parents 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

The school will charge for the following activities:

8.1. School Meals

All infant pupils are entitled to universal free school meals. There is also no charge for other pupils who are entitled to free school meals. Pupils in KS 2 who are not entitled to free school meals will be charged £2.40 per day. If there is a sibling also in KS 2 they will also be charged £2.40. If there is a third sibling in KS 2, that child will be entitled to a free meal.

8.2. 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.

8.3. Extended services

Jubilee 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 on either side of the school day.
- Ways of intervening early when pupil are at risk of poor outcomes, e.g.: by providing access to study support, parenting 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.
- Breakfast and After School Clubs. Charges will cover the cost of non-teaching and teaching staff brought in to run the clubs.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

8.4. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement. This includes books and school resources that are lost or damaged. 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 depending on the specific circumstances surrounding the incident.

8.5. Parent lunches with children

Parents have to pay for their lunches when they are invited to have lunch with their child at designated times during the year.

8.6. Swimming

Swimming lessons are free but we request a contribution to pay for transport costs to and from the swimming pool.

9. Remissions and Concessions

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 Trust Board and will depend on the activity in question.

Your child might be able to get free school meals if you get any of the following:

- 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)

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 Trust body and Headteacher.

10. Inability or Unwillingness to Pay

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

11. Monitoring arrangements

The Administrative Team monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Risk and Resources Committee every two years.

12. Trustee approval and review dates

Changes since last policy version

Version	Date	Amendment
V3	December 2021	P7 School meal cost for 2021 updated.
		P8 Remissions and Concessions
V4		P7 School meal cost for 2022 updated.
V4.1		P7 School meal cost for 2023 updated.
V5	Autumn 2024	P7 School meal cost for 2024
V5.1	March 2025	Section 8.4 updated to include reference to books and school resources.
		Section 11 changed name of Audit Committee to Risk and Resources Committee.

Approval

This policy was reviewed and accepted by the Board of Trustees at its meeting in March 2025.

This policy is due for review **in Autumn 2026**.