



Charging and Remissions Policy

Version	Reviewed By	Date Approved	Approved by	Revision Date
1.0	FGB	Oct 2024	FGB	Oct 2025
1.1	FGB	Sept 2025	FGB	September 2026

Approved by the Governing Body of Vallis First School

Date: Updated October 2024

Proposed Review Date: October 2025

This policy will be reviewed at least annually, and following any concerns and/or updates to national/local guidance or procedures

CHARGING FOR SCHOOL ACTIVITIES

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. No charges can be made unless the governing body of the school has drawn up a Charging and Remissions Policy. The policy must be made available to parents and must be kept under regular review.

The SC model policy has been used as a basis for the school's own policy, and was completed / amended to suit the school's own individual arrangements.

Legal Framework

This policy has been informed by the DFE guidance in 'Charging for school activities' May 2018.

[Charging for school activities](#)

The following guidance has been considered in the school's Charging and Remissions Policy:

Guidance on Charging

In general, all education provided during school hours is free, though music tuition can be an exception to this (see below).

(i) Residential School Visits

Schools cannot charge if 50% or more of the time spent on the activity is in school hours or if the activity is part of the national curriculum. If a charge is made the cost must not exceed the actual cost; ie the school must not make a profit.

However, schools may charge for the cost of board and lodgings during overnight school trips. The charge must not be more than the accommodation actually costs and parents who are in receipt of certain benefits will be notified directly of available concessions. **(See Remission of Charges below.)**

(ii) Music Tuition

Charges can be made when the tuition is not an essential part of:

- the National Curriculum
- a public examination syllabus
- first access to the Key Stage 2 instrumental and vocal tuition, Wider Opportunities programme

(iii) Examinations

No charge can be made for entering pupils for public examinations that are on the National Curriculum.

However, an examination entry fee may be charged to parents if:

- the pupil wasn't prepared for the examination at the school
- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority (LA) originally paid or agreed to pay the entry fee

Schools can also charge for:

- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school

(iv) Breakages and Replacements

Schools can charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils.

(v) Extra-Curricular Activities and School Clubs

School can charge for extra-curricular activities and school clubs. The charge cannot exceed the actual cost of the provision.

Voluntary Contributions

Schools can ask parents for a voluntary contribution towards the cost of activities that are deemed educationally desirable:

- any activity which takes place during school hours
- school equipment and
- school funds generally

In the example of an activity, if it cannot be funded without voluntary contributions, the school must make this clear to the parents at the outset.

Requests for voluntary contributions will make it clear that:

- There will be no obligation to contribute
- No child will be excluded from an activity or treated differently should a contribution not be made on their behalf
- No parent/carer will be asked to subsidise another child in any activity where contributions are requested
- The activity might not take place or may be cancelled if voluntary contributions are not made

When making requests for voluntary contributions, parents/carers will not be made to feel pressurised into paying as it is voluntary and not compulsory.

Remission of Charges

When a school informs parents about a school visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances - 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)

- Income Support

- Income Based Jobseekers 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 they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190.)

- Guaranteed State Pension Credit

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

- An income related employment and support allowance that was introduced on 27 October 2008.

Universal credit – if you apply on or after 1 April 2018 your household income must be less than £7400 a year

Further information on charging for school activities can be found on the DfE website - <https://www.gov.uk/government/publications/charging-for-school-activities>

Please contact the school if you would like a copy of the full Finance Policy