



LITTLE HEATH SCHOOL Charging & Remissions Policy

APPROVED BY	Finance and Resources Committee
DATE	8 December 2025
REVIEW CYCLE	Annual
NEXT REVIEW DATE	December 2026
STATUS	Statutory
POLICY OWNER	School Business Manager in consultation with Headteacher
GOVERNOR SUB-COMMITTEE	Finance and Resources Committee
ASSOCIATED POLICIES	Financial Management Policy, Offsite Activities Policy, Lettings Policy, 16-19 Bursary funding Policy

Contents

Contents	2
1. Aims	2
2. Legislation and guidance	2
3. Definitions	2
4. Roles and responsibilities	3
5. Where charges cannot be made	3
6. Where charges can be made	4
7. Voluntary contributions	6
8. Activities and items we charge for	7
9. Remissions.....	7
10. Classification of activities and residential visits that occur partly in school hours	8

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions that comply with legislation and guidance
- Clearly set out the types of activity that can be charged for and when charges will and will not be made including which activities undertaken by the school can be classed as an optional extra
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- To clearly distinguish between what constitutes a charge as opposed to a voluntary contribution

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 to 462 of which set out the law on charging for school activities in England.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable
- **Half day:** “half day” means any period of 12 hours ending with noon or midnight on any day

4. Roles and responsibilities

4.1 The governing body

The governing body has overall responsibility for approving the charging and remissions policy but has delegated this to the Finance and Resources 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 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.

4.4 Parents/carers

Parents/carers 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

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) except for the limited cases given in this policy.
- Education provided outside school hours if it is part of:
 - The National Curriculum - 'Part of the National Curriculum' is not restricted to specifically subject based learning outside the classroom experiences. It includes, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' such as developing teamwork skills
 - 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school. However, if a pupil fails, without good reason to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

- › Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. . However, if a pupil fails, without good reason to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

5.2 Transport

- › Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- › Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated
- › Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- › Transport provided in connection with an educational visit (although voluntary contributions may be requested.)

5.3 Residential visits

- › Education provided on any visit that takes place during school hours as defined by s452 of the Education Act 1996
- › 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, covering for 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

- › Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them for example cost of materials/ingredients for subjects such as Art or Food Technology where parents have indicated in advance that they would like their child to bring the finished product home.
- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Community facilities e.g. lettings
- › Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus
- › Examination re-sits at KS5 where the re-sit is at the request of the student so that they can try to improve their grade
- › Review of marking and access to scripts for qualifications at the request of the parent

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:

- 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
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing body has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- 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:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff in connection with the provision of the optional extra
- 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. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Parental agreement is necessary for the provision of an optional extra that 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/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
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, any education provided on the trip which is provided outside of school hours should be treated as having been provided during school hours, even if some activities take place late in the evening. Irrespective of the timings of the school day at Little Heath, regulations require that the school day is divided in to two sessions. A 'half day' is defined as any period of 12 hours ending with noon or midnight on any day. If the visit

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities or equipment that would not otherwise be possible. This means that even though the school may not be allowed to charge for a particular trip or activity, it can still ask for a voluntary contribution from parents, with a view to covering at least some of the cost.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- Theatre visits; Field trips, Trips to museums, exhibitions and other places of interest. The school will endeavour to provide a summary of the likely trips and visits at the start of the academic year

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 a parent is unwilling or unable to pay, their child will still have an equal chance of taking part in the activity. The school will make it clear to parents at the outset what their policy for allocating places on school visits will be.

However, if an activity cannot be funded without voluntary contributions, this must be made clear to parents at the outset. It will also be made clear that there is no obligation to make any contribution and parents will not be pressured into doing so. If insufficient voluntary contributions are raised to fund an activity or visit, then it will be **cancelled**. The school will make this clear to parents when publicising the activity.

8. Activities and items we charge for

The school will charge for the following activities:

- Chargeable activities will be identified

- The school may charge for the following types of items: Calculators (e.g. for A level); personal copies of textbooks; mouth guards; etc

- The school will seek reimbursement from parents for the cost (or a contribution to the cost) of rectifying damage to, or loss of school property caused willfully or negligently by their children. The amount to be charged will be approved by the Headteacher in advance of an invoice being raised.

- As per the school's Financial Management Policy, an unpaid invoice cannot be written off without the approval of the Headteacher, such approval to be recorded on the invoice and signed by the Headteacher

9. Financial Support (Remissions)

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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)

This is aligned with the free school meal criteria.

10. Classification of activities and residential visits that occur partly in school hours

As indicated in section 5 and 6 above whether or not an activity or residential visit is in school hours or not can have an impact on whether the school may charge for the activity/visit or whether it may only seek voluntary contributions.

➤ Education/non-residential activities partly during school hours

If 50% or more of the time spent on an activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours

➤ Residential visits partly during school hours

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, any education provided on the trip which is provided outside of school hours should be treated as having been provided during school hours, even if some activities take place late in the evening. Irrespective of the timings of the school day at Little Heath, regulations require that the school day is divided in to two sessions. A 'half day' is defined as any period of 12 hours ending with noon or midnight on any day

Example 1 Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2 Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours

11. Communication

A copy of this policy will be kept on the school's website and a hard copy will be made available to parents on request. The school will write annually to parents to inform them of the Department of Education guidance that is reflected in this policy.