Burghfield Common Federation

Mrs Bland's Infant and Nursery School

and

Garland Junior School

Charging and Remissions Policy

Published on Federation website	Yes
Statutory?	Yes
Author	BCF Finance Team
Approved by	SLT/Cttee
Date approved	February 2026
Date of next review	February 2027

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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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

- The Governing Board recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, butterflies, visits that support topics and themes being taught in class. The Governing Board aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

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

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.
The governing board also has overall responsibility for monitoring the implementation of this policy.
Responsibility for approving the charging and remissions policy has been delegated to the SLT.

4.2 Headteachers

The Executive 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 Executive Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The schools 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 Executive 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)
- 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

School meals

There is no charge for children who are entitled to free school meals or universal infant free school meals (pupils in Reception to Year Two). Nursery pupils are not currently eligible for universal free school meals so these pupils will be charged a set amount per meal decided by the Governing Board. Please see Nursery Admissions' Policy.

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 board 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

5.3 Residential visits

- 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
  - >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

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 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 (this would usually only apply at the schools if a child showed a particular talent in playing a musical instrument)
- part of the federations' basic curriculum for religious education

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
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- 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

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 board 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
- 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.

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
- 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 can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. (Garland Junior School only).

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 that would not otherwise be possible.
The schools may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.
In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the schools. If the activity is cancelled all monies paid will be returned to parents.

Some activities for which the school may ask parents/carers for voluntary contributions include school trips and sporting 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 and the schools will in no way pressure parents to contribute.

However, 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:

- materials, books, instruments or equipment that the parent wishes their child to keep or own (the cost will be made clear to the parents before charge)
- clubs (separately to charges for Wrap Around Care)

For regular activities, the charges for each activity will be determined by the governing board and reviewed in each year. Parents/carers will be informed of the charges for the coming year.

8.1. Refunds
Request for refunds for trips will be considered on an individual basis and may be rejected if the schools are unable to recoup the costs incurred.
In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Executive Headteacher. If approved, refunds will be processed by the federation.
The schools reserve the right not to refund costs where a pupil is withdrawn from an activity by the schools because of a pupil's breach of the federation's behaviour policy.

8.2. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the schools may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the schools have been charged, the schools may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the Executive Headteacher and dependent on the situation.

9. 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 board 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).

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Executive Headteacher will authorise the remission of charges.

The schools 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 board and Executive Headteacher.