

Heritage Park Primary School

Charging and Remissions Policy



Approved by: Senior Leadership Team

Last reviewed on: February 2024

Next review due by: February 2026

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Charging and Remissions Policy

Aims

Heritage Park Primary School aims to ensure we have clear, robust processes in place for charging and remissions by clearly setting out the types of activity that can be charged for and when charges will be made.

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.

Roles and responsibilities

The governing body

The governing body has overall responsibility for monitoring the implementation of this charging and remissions policy.

Headteacher

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 which they are unsure about or where they are not certain if the policy applies

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the Charging and Remissions Policy.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Admission applications
- Education provided outside school hours e.g. academic tutoring
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated

Residential visits

Education provided on any visit that takes place outside school hours if it is part of:

- The National Curriculum
- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **can** charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them or has lost the original one provided
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities
- Extra-curricular activities
- School trips and visitors relating to the National Curriculum within school hours, including transport costs (based on invoice entry fees and shared equally)

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
 - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority 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 e.g. Morning club

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

Parental agreement is necessary for the provision of an optional extra which 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.

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

Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- School trips/sporting activities
- Extra-curricular sports tournaments
- Theatre groups
- Visitors (e.g. workshops led by outside agencies)
- Non-uniform fundraising days
- Donations/ticket prices for school events, e.g. Christmas plays

There is no obligation for parents to make any contribution, 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 reserves the right to cancel the event.

Additional activities we charge for

The school will charge for the following activities:

- School dinners for Key Stage 2 pupils (set by governing body and reviewed in line with increases in supplier costs)
- Fundraising events run by the Friends Association e.g. Discos, Bingo nights, non-uniform days (as determined by Friends Association)

Remissions

In some circumstances the school may not charge for items or activities set out above. This will be at the discretion of the Headteacher and/or governing body, and will depend on the activity in question.

The governing body shall delegate to the Headteacher, the right to offer to subsidise all, or part, of a trip (or other school activity) for which payment is requested, based on the individual financial circumstances of a family, so as to ensure a child is not excluded from a particular activity.

Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed at least every two years.