



Elm C of E Primary School
& Pre-school
Charging and Remissions Policy
December 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 local governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

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

- › 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
- 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

5.2 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 board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has 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 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

- Any materials, books, instruments or equipment, where the child's parent wishes him or her 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 local authority or governing board has arranged for the pupil to be provided with education) › Board and lodging for a pupil on a residential visit › Day Trips

› 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 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 can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

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 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

Fund raising events

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 will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Breakfast Club

Pre-school

Charging Policy for Breakfast Club

Breakfast Club offers supervision and a healthy breakfast to any school age pupil between 7.45 a.m. and 8.30 a.m. in term time only. We have 25 spaces available at breakfast club.

We charge £4.00 per day which contributes to costs of staffing and providing breakfast. Booking is required before your child attends breakfast club. If your child is not pre-booked, there will not be a guaranteed space for your child. Sessions should be paid for monthly. We reserve the right to cancel future booked sessions if payment is not received on time.

Charging Policy for Elm School Pre-school

Elm School pre-school offers high quality Early Years education and child care, with 21 places offered in the morning sessions and 21 offered in the afternoons.

Parents/carers may access their 30 hours of free early year's education per week for 38 weeks a year during term time. This free entitlement can also be shared between settings. Parents will be required to sign a parent/school contract stating when and where children are accessing their 30 hours free entitlement.

The Pre-school accepts childcare vouchers from the Government initiative Childcare Voucher Scheme. If an employer has a childcare voucher scheme in place parents can save on childcare costs; vouchers are taken from salary before NI and Tax deductions, if both parents are working both parents can claim. Parents need to give the office details of the childcare voucher scheme their employer is using to enable us to set up an account so that pre-school fees are paid directly into the school's bank account. We are also a registered provider of Tax-Free Childcare.

Governors have determined that blocks of 3 hourly sessions may be purchased for £15.00 subject to availability and the price will be reviewed annually in July. Parents are able to request any combination of sessions, subject to availability. Children who stay all day or for the afternoon session will need to bring a packed lunch.

Additional Sessions and Charges

Additional sessions are subject to availability.

Sessions are charged at £15.00 each.

Additional sessions and charges will be added to the parent/ school contract.

Additional sessions must be booked in advance in agreement with the School Office.

A half term's written notice is required should parents wish to cancel additional sessions at Elm School Pre- school. The school reserves the right to charge half a terms fees should parents not provide this written notice.

Termination of placement

Once sessions have been allocated we will continue to charge the full stated rate unless:

1. Parents have given a 4 week's written notice to cease sessions.
2. Payment for sessions are not made by the date stated on parent/school contract.
3. If a child has not been attending their allotted sessions for 10 school days without contact or reason funding may cease and your child's place may be offered to another child on the waiting list. If additional sessions are requested and a child misses 5 additional sessions your child will revert back to their core placement and these additional sessions may be offered to another child.

(whether sessions have been paid for or not).

During periods of high interest/ oversubscription requests for additional sessions will be allocated on a first come first served basis.

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

9. Remissions

In some circumstances the school may offer a reduced charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the headteacher and governing body.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits may be entitled to a reduced charge for 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- › Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- › Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Monitoring arrangements

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

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Local Governing Body.