



CHARGING & REMISSIONS POLICY

Approved by Gledhow Primary School Governing Body – May 2026

To be reviewed – May 2027

*Based on Leeds City Council's 'Guidance on charging for school activities'
Updated June 2018*

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

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.

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Role and Responsibilities

The governing board

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

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

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Charges cannot be made for

The Governing Body of the School recognise that legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education 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.

Charges will be made for

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Supply teachers engaged purely for optional extras

- Entrance fees
- Insurance costs
- Vocal and musical instrument tuition for pupils learning to play musical instruments and vocal tuition that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. Parent/ Carers are asked to sign a form to commit to paying full academic years costs regardless if their child wishes to stop lessons. This is because the school has to commit to paying the peripatetic teacher for the year.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport, or examinations where no further preparation has been provided by the school.
- Any other education, transport, or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity.
- Any additional hours (greater than the statutory 15 or 30 hours) deemed to be for childcare for 3/4year olds. In accordance with the Education (Charges for Early Years Provision) Regulations.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

Remission

Children whose parents are in receipt of the following support payments:

- Universal Credit
- Income Support Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed a determined amount
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Are entitled to the remissions detailed below:

- Vocal and musical instrument tuition for pupils learning to play musical instruments and vocal tuition that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. Parents to be charged a third of the cost of lessons to a maximum of one vocal or musical instrument tuition for the academic year.
- Parents will be charged a third of the cost of a termly Enrichment Club each academic year.

- Parents to be asked to make a voluntary contribution of a third of the cost of educational visits, trips, and workshops.
- Parents will be asked if they wish to take up the option of free school milk each year.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) School visits and or/ visiting activities that would otherwise not be able to go ahead
- b) Materials that contribute to a final product that may be taken home

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary, and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- c) that school reserves the right to cancel the visit/ visitor should the costs not be met through voluntary contributions.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to:

- Meet the cost of transport, activities, and admissions for visits
- Meet the cost of educational visitors
- Materials to produce final products that may be taken home

Refunds

In the event of a pupil missing the whole, or part of an activity for which a charge or voluntary contribution has been sought, the school will normally seek to offer a refund to the original payee as long as no costs to the school have already, or are likely to be, incurred.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.