

Seghill First School

Charging and Remissions Policy

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.

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 Body

The Governing Body has overall responsibility for-

- reviewing, updating and approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
- monitoring the implementation of this policy.
- the management of the school's delegated finances.
- ensuring the school acts in accordance with this policy at all times.
- ensuring money is spent for the educational benefit of pupils attending the school.
- recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

Monitoring the implementation of this policy has been delegated to the headteacher and office manager.

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.
- ensuring this policy is effectively implemented.
- prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

4.3 The office manager

The office manager is responsible for-

- processing and recording payments for activities, taking into account any remissions applied.
- ensuring that the correct invoices are sent to parents, and that payment is received.
- 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.

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 Body 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, 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 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 Body has arranged for the pupil to be provided with education);
- Body 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 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 Body 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 which would not otherwise be possible.

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

- school trips;
- sporting activities;
- visitors.

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

- Sessions are charged at £4.00 per session irrespective of what time the child is collected.
- A session is 7:30am to 8:45am;
- The charge includes breakfast.

After-school Club

- Sessions are charged at either £5 from 3:15pm to 4:15pm, or £8.00 from 3:15pm to 5:30pm.
- The charge includes a snack and drink.

Nursery Charges

All children are eligible for 15 hours of government-funded provision the term after their third birthday and some children whose parents meet the eligibility criteria will be able to seek up to an extra 15 hours of funded provision per week. They may take up this free provision the term after their child's third birthday. Parents may pay for sessions following a child's third birthday until they become eligible for funding.

Sessions are charged as follows-

- £5.50 per hour up until 31 August 2026 and £5.67 per hour from 01 September 2026;
- A half-day session (afternoons only) is £16.50 up until 31 August 2026 and £17.00 from 01 September 2026;
- The minimum additional offer is one half-day session, which costs £16.50 up until 31 August 2026 and £17.00 from 01 September 2026.

Parents and carers will be billed by school for their child's additional Nursery hours if they are not eligible for extra funded provision. Charges apply whether or not the child attends the session. All outstanding balances must be paid by the end of each term. Where there is an outstanding balance at the end of any term, the child will be offered 15 hours of government-funded provision (5 morning sessions); additional Nursery hours will not be offered until the outstanding balance from the previous term has been paid in full.

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

Method of Payment

School accepts payment through School Gateway or childcare voucher scheme. Miss Best can support parents with this. We are a cashless school.

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 Body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of Body 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).

10. Monitoring arrangements

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

This policy will be reviewed by the office manager annually.

At every review, the policy will be approved by the governing body.

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by Seghill First School	Date of next review
1.0	New policy and procedure based on model DfE policy and consultation with SVLP first schools	February 2024	February 2025
2.0	Updated Nursery fees	December 2024	December 2025
3.0	Updates roles and responsibilities sections 4.1, 4.2 and 4.3. Updated Nursery fees Updated Breakfast Club fees Updated After School Club fees	May 2026	May 2027