



## HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

“I can do all things through Christ who strengthens me,” (Philippians 4:13) so that I can be the best that I can be, for myself, for others and for God.

# CHARGING AND REMISSIONS POLICY

## May 2025

We aspire for our community to flourish as we journey together to fulfil our God given potential by encouraging a delight in the pursuit of wisdom and knowledge. We cherish each person as unique and special, and celebrate God’s creation through providing rich experiences, which enlighten, challenge, shape and enhance life’s opportunities for all.

Last Reviewed	May 2024
Next Review Date	May 2026
Ratified by	FGB
Ratified on	22.05.2025
Lead Person	Ruth Ardrey

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## Purpose

At Hildenborough CE Primary School, our vision is that all children will be the best that they can be. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Roles and responsibilities of Headteacher, other staff, governors

No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and also include the policy for remissions. The governing body are responsible to ensure that the charging and remissions policy is published.

A policy statement should take account of each type of activity that can be charged for and explain when charges will be made.

### 1. Activities for which no charges may be made:

- an admission application to any maintained school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment); eg- Maths
- 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;
- tuition for pupils learning to play musical instruments if the tuition 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; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

### 2. Activities for which charges may be made:

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

#### 2.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 2.2)
- Music and vocal tuition, in limited circumstances (see section 2.3)
- 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

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## 2.2 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

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

## 2.3 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. At this school, we use Rocksteady Music School. All extra music tuition is at a cost between the parents/carer and Rocksteady Music School as a business.

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

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- 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.

## 2.4 Residential visits

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

## 3.0 Activities for which a voluntary contribution may be made:

- Theatre Company Visits to the school
- Swimming instruction and travelling expenses to the pool.
- Early morning, lunch clubs or after school clubs that act as enrichment for the children.
- Cost of day trips/ excursions
- Individual or group music tuition
- Live Musicians
- Cycling proficiency
- Sporting Opportunities

Parents will be canvassed about their willingness to pay a voluntary contribution towards the costs of admission, travel or a visiting teacher/expert. This charge will be determined by the number of children in the year group and the total cost divided equally between each child.

**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.**

Parents will be reminded of the voluntary contribution that the activity requires. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

Activities which are an essential part of the syllabus for an approved examination must be provided free.

## Residential visits

Charges will be made on residential visits for board and lodging except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

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Parents/ families who are eligible for free school meals will be asked to make a voluntary contribution to the cost of the residential trip.

Like all other trips, if there are not enough contributions made, the trip will be cancelled.

### **Music Tuition**

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus, for example piano, woodwind or drum where a peripatetic teacher visits and instructs.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example sports clubs run by teachers at a donation of £3.00 per session to cover costs of wear and tear of equipment, staffing, insurance. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity. If children are eligible for free School Meals and a parents is not able to contribute, the school covers the cost of this donation.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are pupil premium.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs for example a visit to a museum.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **What was consulted when writing this policy?**

Love. Compassion. Endurance. Courage. Hope. Honesty

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The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of ‘A Guide to the Law for School Governors’.

[Charging for School Activities](#) was also referred to when creating this policy.

### **Relationship to other school policies**

The policy complements the school’s equal opportunities policy and educational visits policy.