



Staplehurst School

# Charging & Remissions Policy

Policy reviewed and approved at a meeting of **the Finance & Premises Committee**

Policy to be next reviewed

Reviewed (no changes)

**Date**

**7 May 2025**

**Spring 2026**

**May 2025**



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# Charging and Remissions Policy

## Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.

## What was consulted?

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

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 Local Authority and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007).

The School Information (England) (Amendment) Regulations 2012 requires the school to publish on its website the school's charging and remissions policy.

The School follows the Department for Education's (DfE) [Charging for school activities](#).

## Relationship to other school policies

The policy complements the School's Equality policy, Teaching & Learning policy and Educational Visits policy

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

The Headteacher will ensure that the following applies:

No charges will be made for:

- Education that is a necessary part of the National Curriculum. This includes any materials, equipment and transport to take pupils between the school and the activity
- 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 the school's basic curriculum for religious education. This includes any materials, equipment and transport to take pupils between the school and the activity
- Tuition for pupils learning to play a musical instrument or singing if the tuition is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school

Charges will be made for:

- Ingredients or materials used in school clubs if the parents indicate that they wish to keep the finished product
- Optional extras, which include:
  - Education, activities or sports coaching provided outside of the school day that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education
  - Transport that is NOT required to take the pupil to school or to other premises where the Local Authority or governing body have arranged for the pupil to be provided with education
  - Music tuition (see below)
  - Residential visits (see below)



## Charging policy

### Optional Extras:

Participation on any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of an optional extra. Parents and carers of pupils who are eligible for the Pupil Premium grant may be exempt from these charges – see the Remissions section for details.

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

- Parents will be charged for optional, extra activities provided outside of the school day or at lunchtime by third party organisations as detailed in the current Clubs List.
- Parents will be charged for extended day services offered to pupils (for example breakfast club and after-school care).

#### *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. Private music tuition is available in school during lunchtimes which is arranged privately between the parents and the tutor. The school also hosts the “Staplehurst Music Centre” on a Saturday morning which is arranged privately between parents and the Music Centre.

#### *Residential visits*

##### **Residential visits deemed to take place during school hours**

Currently the school arranges a residential visit for pupils in Year 6 and it is deemed to take place during school hours. The school charges for the board and lodging costs but seeks a voluntary contribution from parents and carers for other charges related to the visit (see below).

##### **Residential visits deemed to take place outside school hours**

The school does not arrange any residential trips deemed to take place outside of school hours.

### **Voluntary Contributions**

It may be necessary for voluntary contributions to be sought for the activities detailed below which entail additional costs. Parents and carers of children who are eligible for the Pupil Premium grant may be exempt from this contribution. 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.

#### *Swimming lessons*

The school organises swimming lessons for children in a single year group in Key Stage 2. These take place in school time and are part of the national curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

#### *Residential visit*

Currently the school arranges a residential visit for pupils in Year 6 and it is deemed to take place during school hours. The school charges for the board and lodging costs but seeks a voluntary contribution from parents and carers for other charges related to the visit. This activity cannot take place without some help from parents; this will be explained at the planning stage. The visit may be cancelled if not enough voluntary contributions are collected.

#### *Other activities during the school day*

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 some activities to support the curriculum. 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.



## Calculating charges

Where 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. In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## Method of Payment

Online payment is the preferred method of payment where charges apply. An online payment registration link is issued to all parents/carers. The School's **Privacy Notice** provides information on what personal data the School holds, how it is collected, used and shared with the School's contracted providers of services.

## Remissions

At the discretion of the Headteacher pupils who are eligible for the Pupil Premium grant may be exempt from the charges and voluntary contributions detailed above.

At the discretion of the Headteacher other cases of hardship may be considered to remit charges or voluntary contributions wholly or in part thereof.

## Data Protection

The School recognises its obligations under the General Data Protection Regulation and associated legislation and the rights of data subjects with regards to the personal data held on them. Please refer to the School's Data Protection Policy and Privacy Notice for further details.

## Monitoring and Review

This policy will be monitored and reviewed annually by the F&P Committee.