

Charging and Remissions Policy

Hever CE Primary School



Approved by:

Headteacher: Mrs H Bligh

Chair Governors: Ms. P Lang

Date: March 2026

Next review date: March 2027

Contents

Contents.....	2
1. Aims.....	2
2. Legislation and guidance	2
3. Definitions.....	2
4. Where charges cannot be made.....	2
5. Where charges can be made	3
6. Voluntary contributions	4
7. Activities we charge for	4
8. Remissions	4
9. Monitoring arrangements	5

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. Where charges cannot be made

Below we set out what we **cannot** charge for:

4.1 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/carer

- Entry for a prescribed public examination if the pupil has been prepared for it at the school

4.2 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

5. Where charges can be made

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

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child 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

5.2 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

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/carers 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 that is to be charged for.

5.3 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.

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

5.4 Residential visits

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

6. Voluntary contributions

As an exception to the requirements set out in section 3 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

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

- Activities which take place during school hours e.g. swimming, cookery, participation in visits (including transport) and enhancement activities;
- School equipment;
- School funds generally.

No child will be excluded from an activity if their parents/carers are unwilling or unable to pay. However, where there are insufficient voluntary contributions to make the activity possible, and it is not possible to make up the shortfall from the school budget or by any other means, then the Headteacher has the right to cancel the activity.

7. Activities we charge for

The school will charge for the following activities:

- Wraparound care i.e. breakfast and after-school club
- Clubs, including lunchtime and after-school clubs

Charges are available from the school office on request (01732 862304; office@hever.kent.sch.uk)

8. Remissions

In some circumstances, the school may not charge, or may offer a reduced charge, for items or activities set out in sections 4 and 6 of this policy. This will be at the discretion of the headteacher and/or governing board and will depend on the activity in question.

9. Monitoring arrangements

The School Business Manager 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 governing body.