



# CHARGING AND REMISSIONS POLICY

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Our school policies reflect our vision of

*Inspiring and enabling our school community to live life to the full,  
promoting excellence and nurturing respect, compassion, honesty, resilience and collaboration.*

*John 10 v 10:*

*Jesus said: "I have come that they might have life, and have it to the full"*

## Contents

1. Policy Statement .....	3
2. Legislation and Guidance .....	3
3. Definitions .....	4
4. Roles and responsibilities .....	4
5. Where charges cannot be made .....	4
6. Where charges can be made.....	5
7. Voluntary contributions .....	7
8. Activities we charge for.....	7
9. Remissions.....	7
10. Monitoring arrangements.....	7

## 1. Policy Statement

There is a duty on Crowthorne CofE Primary School to determine and publish a policy on any charges and remission of charges to be made for pupils' school activities.

It is the responsibility of the Crowthorne CofE Primary Governing Body to formulate and keep under review a policy on charges. No charges can be made unless a policy is in place. Governors have discretion over what charges they make for pupils' activities. The Governing Body must also formulate a remissions policy to set out the circumstances in which they would remit all or part of the charges.

Our school aims to:

- Have robust, clear processes in place for charging and remissions that support our school vision and values
- Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

No charge is to be made for admission into any Bracknell Forest Borough Council school.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 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
- **Voluntary Contributions:** a contribution that can be requested by the school, but is not compulsory and is given by the donor freely, without pressure or coercion.

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

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

The governing body delegates final decisions to the Headteacher, on when charges and remissions are applied.

### 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.

### 4.3 Staff

Staff are responsible for:

- 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

#### 4.4 Parents

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

### 5. Where charges cannot be made:

#### 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
- Curriculum based instrumental or vocal tuition, for pupils learning individually or in groups. \*This does not relate to tuition that is provided at the request of the pupil's parent, for example external providers (Rocksteady, Berkshire Music Trust etc.), in these instances' charges are applicable.
- 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 board 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, however please note that a voluntary contribution can be requested (for clarification, please see further details under item 7).

#### 5.3 Residential visits

- Education provided on any visit that takes place during school hours, however please note that a voluntary contribution for other aspects of the trip can be requested.
- Education provided on any visit that takes place outside school hours if it is part of (please note that a voluntary contribution can be requested):
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. Where charges can be made

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition – where this tuition is outside of the school syllabus.
- Certain early years provision
- **Swimming costs –**

Within KS2 every child is entitled to swimming lessons to cover the national curriculum requirements, the teaching of these lessons will not be charged for. However, any lessons made available to children that exceed this entitlement may have a voluntary contribution requested. For **ALL** children a voluntary contribution may be requested for the transportation to an external provider.

### 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 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 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.

Charges for 'optional extras' outside of school hours can include, where relevant, include:

- staff costs – including management, support (including site, ICT and other) and supervisor and teacher costs. A separate contract should be given to staff involved in activities, otherwise no charge is possible
- the additional cost of support services such as power, water and insurance
- materials, books and equipment
- travel, board and lodging for pupils
- entrance charges to facilities

With an 'optional extra':

- Parents can choose whether their children attend or not.
- No profit element should be added into any charges made – it is to be based on the expected cost of the activity divided by the number of pupils expected to take part.
- A charge cannot be made for alternative provision for any pupils not attending.

### **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, (For example Rocksteady, Berkshire Music Trust etc.)

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

## **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 during school hours which would not otherwise be possible.

Some activities (but not limited to) for which the school may ask parents for voluntary contributions include:

- School trips (educational)
- Some sports activities, including transportation costs, please see item 6.1 for further clarification regarding swimming.
- Specialist visitors to school e.g. Virtual Reality Experience

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 may be cancelled.

## **8. CHARGES FOR OUT OF SCHOOL ACTIVITIES**

An activity that takes place outside school hours cannot be charged for if it is an essential part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education. Any other activity which takes place wholly or mainly outside school hours, before school, after school and residential, is defined as an 'optional extra' activity and can be charged for.

### **8.1 DAMAGE TO PROPERTY**

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

## **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 Headteacher and will depend on the activity in question.

### **9.1 Remissions for trips and residential visits**

Children who qualify for the Pupil Premium Grant may be exempt from paying partial or full costs for school trips and residential visits. The school will write to these parents separately when confirming arrangements for any trips and visits.

## **10. Monitoring arrangements**

This policy will be reviewed by the Premises, Finance, Staff and Pay Committee every year.