Thomas Telford Multi Schools Trust

Charging and Remissions Policy

Redhill Primary School
and
Thomas Telford Primary Free School

Signed

Mrs Su Plant, Chair of Governors

September 2025

Aims
The schools' aim is 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 be made.

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 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Local Governing Board
The local 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 local governing board also has overall responsibility for monitoring the implementation of this policy.
At the schools', responsibility for approving the charging and remissions policy has been delegated to the Finance and Remuneration Committee.
At the schools', monitoring the implementation of this policy has been delegated to the Finance and Remuneration Committee

The Headteacher
The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff
Our 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.

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

Where charges cannot be made
Below we set out **what the schools' cannot charge for**:

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 either of the schools'.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at either of the schools'.

Transport

Transporting registered pupils to or from the schools' 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 either of the schools'.

Transport provided in connection with an educational visit.

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 schools'.
- Religious education

Supply teachers to cover for those teachers who are absent from the school's accompanying pupils on a residential visit.

Where charges can be made
Below we set out **what the schools' can charge for**.

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, in limited circumstances.

Certain early years provision.

Community facilities.

Optional extras
We are able to charge for activities known as 'optional extras'. In these cases, the 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 schools'.
    - Religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the schools'.
- Transport (other than transport that is required to take the pupil to either of the schools' or to other premises where the local authority/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 with 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 the school day, 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.

Music tuition
The 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 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.

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

Voluntary contributions
As an exception to the requirements set out in section 5 of this policy, the schools' are able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.
Some activities for which the school may ask parents for voluntary contributions include:
E.g. School Trips, Sports Activities.
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 schools' are unable to raise enough funds for an activity or visit, then it will be cancelled.

Activities these schools' charge for
The schools' will charge for the following activities:
E.g., Breakfast, After School and Sports/Activity Clubs.

Remissions
In some circumstances the schools' 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 local governing board and will depend on the activity in question.

Remissions for Residential Visits
Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal Credit and your household income is less than £7,400 a year (after tax and not including any benefits you get).
- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- 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).
- Pension Credit (Guarantee Credit).
- Support under Part VI of the Immigration and Asylum Act 1999.

Monitoring arrangements

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

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Finance and Remuneration Committee.