

POLICY DOCUMENT

015: Charging and Remissions

Access: Unrestricted

Publish to: All Staff, All Pupils & School Website

Status: Statutory

Approval level: Finance & Resources committee or Full Governing Board

Review Responsibility	Valid From	Signed off	Frequency Of review
School Business Manager	13-03-2021	I White	Annual
School Business Manager	13-03-2022	FGB 24-03-2022	Annual
School Business Manager	12-03-2023	FGB	Annual
School Business Manager	21-02-2024	F&R Committee	Annual
Headteacher	12-06-2025	FGB 19-06-2025	Annual
School Business Manager	12-06-2026	F&R Committee 21.05.26	Annual

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. Roles and Responsibilities

4.1 The Full Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee member, Senior Leadership Member or the headteacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Headteacher and School Business Manager.

4.2 Headteacher

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 that they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/carers 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

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

5.1 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
- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 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

6. Where charges can be made

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

6.1 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)
- 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

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 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)
- 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.

6.3 Residential Visits

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

6.4 Damage to School Property

In Line with Government guidelines, the school will charge for items or property damaged wilfully. Where the damage is the result of pupil's wilful actions, parents may be charged for the cost of the repair/replacement for items/property or asked for a contribution towards the overall total cost.

On occasion, the school may press for a charge of criminal damage rather than asking parent/carers to fund replacement costs of damage and destruction caused on a repeat basis.

6.5 School Meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the school and in consultation with the school meal provider.

6.7 Uniform

The school provides each pupil when starting the school with a uniform free of charge and any additional uniform will have a charge. Second hand uniform may be available for a small donation.

6.8 Examination Fees

The Polygon School includes all pupils for examination entry in the subjects they are studying and pays for each entry, **except where a pupil has failed to attend an examination** for which the entry has been agreed with the school and examination boards. The cost of the entry fee for any examination which was not attended may be recouped from parents/carers.

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/carers to fund activities that would not otherwise be possible.

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

- Residential Trips
- School Day Trips/Activities
- Sports Activities

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.

8. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 of this policy. This will be at the discretion of the Governing Board and will depend on the activity in question.

8.1 Remissions for residential visits

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- 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
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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 and School Business Manager every year. At every review, the policy will be approved by the Full Governing Body.

The Polygon School seeks to include all students on visits, which form an essential part of a Key Stage 3 and 4 syllabus.

Any curriculum activity of which more than half takes place in school is defined as taking place wholly in school time. All activities taking place during school time will therefore be free of charge, and all necessary materials and books, will be provided from school resources. Parents remain responsible for providing suitable clothing for particular activities e.g. physical education, science, art, technology and for providing school uniform including footwear in line with The Polygon School dress code.