



Broadwindsor C.E V.C Primary School

April 2025

Review Spring 2027

Charging and Remissions Policy

Introduction

This document explains the legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449-462. It covers what a governing body may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also addressed.

Schools cannot charge for the following activities: -

- Education provided wholly or mostly during school hours. This includes the supply of materials, books, instruments, and other equipment.
- Education provided outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition unless the teaching is at the request of the pupils' parents.
- 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 at the school (note: if a pupil fails, without good reason, to meet any examination requirements for a syllabus, the fee can be recovered from the pupil's parents/carers).
- Books and stationery including pens, pencils, colouring felt-tips, and glue guns are provided free of charge.

Schools may recover the full costs for the following activities: -

- Loss or deliberate damage incurred by a pupil/person for books, stationery, equipment, computer software or any other item of school property. Parents/carers will be liable to cover the cost of replacement/repair of item(s).
- Any materials, books, instruments, or equipment where the child's parents/carers wish him/her to own them.



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- The Headteacher is authorised to charge for music tuition outside of the National Curriculum/outside of school hours.
- Activities taking place outside of the school day (e.g., after school clubs) which do not form part of an examination course.
- Payment from parents/carers will be required for residential visits taking place mainly outside of normal school hours which is not required for an examination course.

Voluntary Contributions

Although schools cannot charge for school-time activities, they may still invite parents/carers to make a voluntary contribution to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions are voluntary. Pupils of parents who do not contribute will not be treated any differently. Where there is not enough voluntary contributions or funding from alternative sources to make the activity possible, the activity shall be cancelled.

Remissions

Exemptions may apply and will be agreed on a case-by-case basis. For example subsidising an activity where the pupil is in receipt of Pupil Premium. Please contact the school office for further information.

Note: As legislation is often amended and regulations introduced, the references made in this document may be to legislation that has been superseded. For an up-to-date list of legislation applying to schools, please refer to the National Governance Association, website, www.nga.org.uk