



Sebert Wood Primary School Charging & Remissions Policy

Date reviewed: Autumn Term 2025

Date to be reviewed: Autumn Term 2026 *(or as and when required)*

Approval by:

Signature of Headteacher:

General

The Governing Body recognises the valuable contribution which a wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.

The Governing Body aims to encourage and promote such activities within a general policy framework which offers maximum flexibility to Governing Bodies, and headteachers and their staff, to provide opportunities appropriate to the needs of their pupils and to local circumstances.

Charges

Where charges cannot be made

Below we set out what we 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 the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

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

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

Where Charges Can Be Made

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- 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

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 club, Catkins Lunch Clubs, AM & PM Nursery 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

Voluntary Contribution

As an exception to the requirements set out in the section titled '**Where Charges Cannot Be Made**' 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 for which the school may ask parents for voluntary contributions include school trips and 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.

Activities We Charge For

The school charges for the following activities:

- After School Club
- Breakfast Club
- Catkins Lunch Club
- AM & PM Paid for Nursery
- Art Club

For the above activities, the charge is calculated to include staff, food and insurance costs

The charges for each activity are determined by the Governing Body and reviewed each year. Parents will be informed of the charges for the coming year via the school website or as they are updated.

Remissions

In some circumstances the school may not charge for items or activities set out earlier in this policy. This will be at the discretion of the governing body and will depend on the activity in question.

Remissions For Residential Visits

- Parents 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- In receipt of free school meals

Monitoring Arrangements

The School Finance Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Resources Committee every three years.

At every review, the policy will be approved by the Resources Committee