



Boroughbridge High School and King James's School Federation

POLICY STATEMENT

Charging and Remission Policy

Policies last reviewed (date)	March 2025
Ratified by Governors (date)	March 2025
Next policy review due (date)	March 2026
Due for review by Governors (date)	March 2026
Staff Lead	Director of Business Services

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by recognising that a broad variety of additional activities, such as clubs, trips and residential experiences can make a valuable contribution to pupils' personal and social education.

Significant revisions since the last review:

Additional information from the LA Template added into Sections 1 and 2.
New Section 5 deliberate damage

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Section 1: Introduction

The Federation recognises that a broad variety of additional activities, such as clubs, trips and residential experiences can make a valuable contribution to pupils' personal and social education.

The Federation promotes and aims to provide a wide range of activities as part of the school's broad and balanced curriculum, along with additional optional activities.

The purpose of this Policy is to ensure that there is clarity over the items that both schools will provide free of charge, items or circumstances where voluntary contributions will be requested from parents/carers, and what support is available to parents/carers on low incomes and/or in receipt of benefits. This Policy has been informed by the LA policy and the DfE guidance.

This policy takes guidance from the DfE Policy – 'Charging for School Activities' and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the guidance laid out in section 6.7 of the Governance Handbook.

This Policy will be reviewed on an annual basis by the School's Finance Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School's position on charges, remissions and lettings.

If a school chooses to apply a charge for a particular activity then it should make information available to parents as to how the charge has been calculated as well as details of support for those on low incomes or in receipt of specific benefits.

The individual schools' Headteachers will ensure that staff are familiar with and correctly apply the Policy.

Section 2: Charging Principles

During the School Day:

2.1 During the school day, all activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Excluded are charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the pupil was not prepared for it at this school
- the examination is not on the set list but we arrange for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee

The schools may ask that pupils purchase start-up equipment and consumables for some qualifications: Digital Photography, Art and Technology. These personal purchases are necessary for the production of portfolio work. The purchases may be made at cost through school or from other suppliers. Where pupils are unable to meet the costs of these essential materials, they should contact the school.

2.2 Voluntary contributions may be sought for activities during the school day which entail additional costs (e.g. field trips). In these circumstances, no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

The Head Teacher or Governing Body should, from the outset, make clear to parents:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources;
- That there is no obligation to make a contribution as it is voluntary, not compulsory;
- That the activity will be cancelled if insufficient contributions are received to fund it; and
- The school's policy for allocating places on school visits.

A child should not be excluded from an activity if his/her parents are unwilling or unable to pay and indeed their child should still be given an equal chance to go on the visit. Parents must not be made to feel pressurised into paying as it is a voluntary, not compulsory contribution, and schools should not send colour coded reminder letters or direct debit / standing order mandates when requesting contributions.

2.3 From time to time a non-school based organisation may be invited to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Optional Activities Outside of the School Day

2.4 The schools will charge for optional, extra activities provided outside of the school day eg. theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Optional extra charges may be made in the following circumstances:

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit; and
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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); and
- The cost, or a 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.

The charge per pupil should not:

- exceed the actual cost of providing the optional extra divided equally by the number of pupils participating;
- Include any form of subsidy for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge
- Include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours; or
- Include the costs of supply teachers contracted to cover for teachers who are away from school accompanying pupils on a visit as they are seen to be providing education during school time, not an optional extra.

Education Partly During the School Day

2.5 If 50% or more of a non-residential activity happens within the school day, there will be no charge; but if more than 50% of the time to be spent on the activity falls outside of the normal school day then charges will be made. When such activities are arranged, parents/carers will be told how the charges were calculated.

Residential

2.6 Charges will be made for board and lodging, except for pupils whose parents/carers can prove that they are in receipt of the following benefits:

- 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 no entitlement to Working Tax Credit and an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after stopped qualifying for Working Tax Credit
- Universal Credit - if applied for on or after 1 April 2018, the household income must be less than £7,400 a year (after tax and not including any benefits)

Children who get paid these benefits directly, instead of through a parent/carer, can also get free school meals.

2.7 Other charges will be made to cover costs when the number of school sessions missed by the pupil totals 50% or more of the number of half-days taken up by the activity. In such cases, parents/carers will be told how the charges were calculated.

2.8 The charge for board and lodging cannot exceed its actual cost.

Music Tuition

2.9 No charges for music tuition will be made if the teaching is an essential part of the national curriculum; is provided under the first access to KS2 Instrumental and Vocal Tuition Programme; or for pupils who are looked after by an external provider.

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually or to groups of any size 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 that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may not be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Section 3: Calculating Charges

3.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

3.2 Support for cases of hardship will come through voluntary contributions and fundraising. Parents/carers who would qualify for support are those who are in receipt of eligible benefits, or in other cases at the discretion of the school's Headteacher

Section 4: Remission

Music Tuition

In cases of hardship the Governors' will consider, in their absolute discretion, the remission of fees (either in full or in part) applied by external providers, for those pupils who they consider will benefit from such tuition.

Section 5: Charges for Deliberate Damage

5.1 The School will take action about damage caused by pupils to school property. The School acknowledges the importance of distinguishing between accidental and deliberate damage and aims to ensure fairness and transparency in handling such incidents.

5.2 The School will treat accidental and deliberate damage differently, recognising the difference in behaviour and intent. Parents and pupils will be informed of this policy to clarify expectations and consequences. Any charges imposed must be reasonable, proportionate, and consistently applied. Consideration will be given to individual circumstances, particularly in cases involving pupils with special educational needs or disabilities.

5.3 The School generally does not charge for accidental damage. In cases of accidental damage, the School may inform the pupil's parents but will not typically request payment. Alternative consequences, such as discussions with the pupil regarding responsibility and care for school property, may be considered.

5.4 The School reserves the right to seek payment for deliberate damage caused by pupils. The cost of repair or replacement will be determined based on reasonable estimates and fairness. Pupils involved in deliberate damage may also be subject to additional disciplinary actions in line with the School's Behaviour Policy.

5.5 The School will exercise discretion in cases where a pupil has special educational needs or a disability, particularly if the damage caused is directly or indirectly related to their condition. The School will ensure that any action taken is in compliance with the Equality Act 2010.