Himbleton CE Primary School and Nursery

Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

"Faith, Hope, Love…the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Charging and Remissions Policy

2026 – 2027

September 2026

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Aims

Himbleton CE Primary School and Nursery 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 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 Governing Body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.
The governing body also has overall responsibility for monitoring the implementation of this policy.
In our school, responsibility for approving the charging and remissions policy has been delegated to the Finance & Resources 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 and Carers

Parents and carers 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 school cannot charge for:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

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 provided in connection with an educational visit.

Residential Visits

- Education provided on any visit that takes place during school hours
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Education provided on any visit that takes place outside school hours if it is part of:
    - The national curriculum
    - Religious education

Where Charges Can be Made

Below we set out what the school 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 (see below)
- Certain Early Years provision (e.g. Nursery)
- Community facilities i.e. Church visits

Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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:
    - Religious Education
    - The national curriculum
- 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 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 or 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 which is to be charged for.

Music Tuition

The school 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 or carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the 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 school is able to ask for voluntary contributions from parents and carers 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:

- Class or whole school trips and visits
- Visitors into school

There is no obligation for parents and carers to make any contribution and no child will be excluded from an activity if their parents and carers are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

Activities This School Charges For

Some examples of activities the school may charge for:

- Breakfast club & after-school clubs
- Optional sporting activities
- Some non-statutory EYFS provision (e.g. Nursery provision)
- Swimming (only where outside of national curriculum)
- Musical events (e.g. iSingPop/Young Voices/WMTC)
- Residential/outdoor adventure activities charges are calculated to include staffing costs, transport, overhead charges and resources supplied/used during planned activities)

Remissions

In some circumstances the school may not charge for items or activities set out in the 'Optional Extras' and 'Activities This School Charges For' sections of 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 and carers 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 in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Monitoring Arrangements

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

This policy will be reviewed by teaching staff every academic year. At every review, the policy will be approved by the governing body.

This policy will be reviewed annually and submitted to the Governing Body for approval.

Next scheduled review – September 2027