

Statutory Policy	
Approved by	Headteacher
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## Charging and Remissions Policy

Date Approved	
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Signed	
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23/12/2025	New template taken from National College and personalised to reflect Battling Brooks Circumstances	

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## Statement of intent

**Battling Brook Primary School** is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

# 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- DfE (2025) 'Academy trust handbook 2025'
- DfE (2025) 'Academy trust governance guide'
- DfE (2024) 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- The Trust's Funding Agreement

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Financial Procedures Policy

# 2. Definitions

For the purposes of this policy the following definitions will be used:

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge, partly or wholly, which would normally be payable

### 3. Roles and responsibilities

The Trust Board will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The Head Teacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The SBM will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

### 4. Charging for education

The school will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless 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.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (private lessons).
- Certain early years provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.
- Loss of School books, e.g. Library books loaned.

## 5. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Part of religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school

- Transport, other than that required to take the pupil to school or to other premises where the trust 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, e.g. after-school clubs, tea, and supervised homework sessions

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided equally by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

## 6. Pupil Premium

Parents in receipt of the any of the following benefits will be allocated an entitlement at the start of the Financial Year (April –March) of £100 per child. To allow parents autonomy the allowance may be used towards School trips/residentials/theme days or to purchase School Uniform.

- 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 they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request if further assistance may be available, parents should contact the **school office** via **email: office@battlingbrook.uk**

## 7. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be able to use their Pupil Premium allowance to fund the payment item.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled, and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions. However, the school will send reminders to prompt parents when payments are due, as we are aware that these can sometimes be overlooked.

## **8. Examination fees and resits**

The school may charge for examination fees if:

- The examination is on the set list (which includes SATs, GCSEs and A-levels), but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Trust Board or LA originally paid or agreed to pay the entry fee.

If a pupil or their parent consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved will be covered by the pupil or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body, and the parent or pupil will have their fees refunded

## **9. Music tuition**

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge for music tuition will be made in respect of pupils who are looked after by a local authority.

## 10. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the trust board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

## 11. Educational activities/visits

### **Non-Residential activities**

Where educational visits are arranged either as an integral part of a particular syllabus or to enhance pupils learning experience, parents may be asked for a voluntary contribution towards the cost of the visit. However, there is no obligation for parents to make any contribution and legislation states that a pupil should not miss out on a visit if a parent does not wish to or is unable to contribute.

We hope that parents will realise that a trip may not be possible if sufficient contributions are not received.

### **Residential Visits**

Where a visit is residential, if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, it will be deemed to have taken place during school hours and the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

However, a charge can be made for an activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

Although we may not charge for activities that occur during the school day, we do ask for voluntary contributions. Please see section 7.

## **12. Education partly during school hours**

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below.

## **13. Damaged or lost items**

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

## **14. School trip refunds**

All initial deposits for school residential trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

- In the event that the school has to cancel a trip due to unforeseen circumstances, parental contributions will be refunded. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event of a pupil is not following the behaviour expectations in the lead up to the trip, the school has the right to remove the pupil from the trip. Parents are made aware of they at the time of booking the trip. If the place on the trip is not filled by another pupil, no refund is due.
- In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's/providers discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.
- In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

- In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £5 per pupil.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated fairly.
- If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

## 15. Income generation

In line with the Academy trust Handbook 2025, the trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

## 16. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

## 17. Monitoring and review

This policy will be reviewed at least **annually** by the Trust Board. The next scheduled review date for this policy is **Spring 2027**.