



CRIGGLESTONE ST. JAMES CE PRIMARY ACADEMY



Ready For The Future

Charging & Remissions Policy

2025-2026



Our vision:

‘Ready for the Future’

To enable us to be ‘Ready for the Future’, our vision is rooted in the parable of the ‘Good Samaritan’ (Luke 10:25-37) where children, staff and our school community can be their best selves and serve others by living our six values:

- Kindness
- Responsibility
- Forgiveness
- Compassion
- Respect
- Perseverance

1. Aims

Our school 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

2. Legislation and guidance

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

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- Freedom of Information Act 2000
- The Academy Trust Handbook
- The Trust’s Funding Agreement
- The Department for Education’s current guidance on charging for school activities

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board 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 board 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 Resources Committee.

4.2 The Headteacher



The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our finance and office 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

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 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

5.2 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

5.3 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

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 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
- Certain early years provision
- Community facilities
- Cost of trips, workshops and activities provided by an outside agency

6.2 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:
 - 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/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 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 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.

6.3 Music tuition

The school can charge for vocal or instrumental tuition either provided individually or to groups of pupils, provided the tuition is provided at the request of the pupil's parent. These lessons are charged to families directly by Wakefield Music Services and as such all queries should be directed to them.

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

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. 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 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, Workshops, DT & Snack Provisions (Reception children)*



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. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

After school Clubs: all staff led after school clubs (optional extras) will be charged at £1.00 per week, payable half termly in advance of the club commencing.

The cost for clubs run by outside agencies will vary and be dependent on the agency. Pupil premium children may be entitled to a 100% remission.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June each year. Parents will be informed of the charges for the coming year in July each year.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. As of January 2017, the governing body determined that all academic trips/workshops for pupil premium children will be 50% funded by the school with a request for matched 50% funding from families.

10. Monitoring arrangements

The school business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed and approved by the Resources Committee annually.

Approved by: Governing Body

Date policy agreed:	June 2026
Date of next review:	June 2027
Head teacher signature:	
Chair of governors' signature:	