



Charging and Remission Policy

Last Reviewed	September 2026
Next Review Date	September 2027
Review Calendar	Annually

CHARGING AND REMISSIONS POLICY

Introduction

Governors at Norbury Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means (the use of 'parent' in this document refers to the parent/carer of a child attending Norbury Primary School). This charging and remissions policy describe how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy was written with reference to the DfE Fair Access Division document, 'Charging for School Activities'

This policy has been formulated in accordance with the Authority's guidance on Charging for School Activities. The purpose of this document is to help the Headteacher and Governing Body set out their policy on charging and remission for school activities and school visits.

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. Further information is given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

Aim

This policy aims to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The policy identifies activities for which:

- charges will not be made;
- charges will be made;
- charges may be waived.

Definitions

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

Responsibilities

The Governing Body

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations concerning individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical exercises, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The governors endorse the guiding principles contained in the Act, in particular, that no child should have his/her access to the curriculum limited by charges. If a specific activity is limited to a specific number of pupils, the inclusion of pupils must not refer to the ability or willingness to pay on behalf of the parent.

The Headteacher

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

Staff

Our staff are responsible for:

- Implementing the charging and remission policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not sure if the policy applies.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remission policy.

Prohibition of Charges

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school and Transport provided in connection with an educational trip.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including clubs
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- Individual/Group Instrumental Tuition outside of that provided through Wider Opportunities schemes. Charges will not exceed the cost of provision. Children in Care may have instrumental tuition if the school offers for this.
- Event costs to external hirers
- Breakages

Extended School Provision

- Breakfast Club
- After-school clubs
- After-school care

Residential Visits

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s). At Norbury Manor Primary would be tuition in addition to the Key Stage 2 Wider Opportunities.

Swimming

The school organises swimming lessons for children in Key stage two. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of schoolbooks or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion, following guidance from the Local Authority

Clothing

The uniform list provides maximum flexibility to parents as to where they can purchase uniform items and regarding style in order for parents to obtain the best value. The school also has a stock of outgrown/ recycle items which parents may purchase at a significant discount at the end of each term. The school will supply essential protective clothing when necessary e.g. safety goggles and high visibility jackets for use in the classroom and on school visits.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made, the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution to the following:

- educational visits which take place outside school hours
- any activity which takes place during school hours;

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. Also, the following will be made clear to parents:

- That the contribution is genuinely voluntary, and a parent is under no obligation to pay; and
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Remissions

Where the parents of a pupil receive state benefits which would entitle their child to receive free school meals the Governing Body will remit the majority of the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours). This is made clear in all correspondence in relation to these activities.

In other circumstances, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of Governors will make the authorisation of remission.

It is important that since the implementation of the Universal Infant Free School meals (UIFSM) that parents who qualify continue to complete the forms in full for the school to obtain the applicable funding to support this remission.

Eligibility for remission is determined by the same criteria that are used to claim Free School Meals. The detailed rules are complicated and should be referred to carefully, but at the time of writing, an application for remission may be successful if the applicant is in receipt of any of the following:

- 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 Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit- if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

From 6 April 2012, Working Tax Credit rules for couples have changed, and because of the increase in the number of hours a couple has to work to qualify, some families may have lost their entitlement to Working Tax Credit. Those families may be entitled to free school meals if they now satisfy any of the above criteria.

This information is issued by the Government and is subject to variation. The up to date information can be located on the government website www.direct.gov.uk

Additional considerations

The governing body recognises its responsibility to ensure that the offer of chargeable activities does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- We will endeavour to give parents a reasonable amount of notice that a chargeable trip is to take place.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Parents will need to speak to the Headteacher, Parent support officer or School Business Manager confidentially to discuss remissions and reductions as above. The headteacher will apply this policy consistently and fairly.

The school may ask to see evidence to meet the criteria but will not keep a copy. The headteacher will use the school budget funding to make these remissions and reductions, and the Finance Committee will ensure that adequate resources are allocated for this purpose.

Publication of Information

This policy can be found on the school's website, and hard copies are available from Main Reception for parents to view.

The Headteacher will, with support from the Finance, Procurement and Human Resources Manager, report to the Finance Committee of the Governing Body once a year to inform them of:

- the total income contributed to both charges and voluntary contributions, broken down by year group only;
- the trips and activities organised for each year group and costs involved for each activity;
- a list of any activities cancelled (or not organised due to lack of contributions) for each year group;
- the total amount of any remissions or reductions given during the year for charges, broken down by activity only and without any identification of individuals;

Review and amendments

This policy will be reviewed annually by the Governing Body Finance and Bidding Committee who may, from time to time recommend amendments to the categories for which a charge maybe made; this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

Lettings /Fees and community discounts:

We are proud to be able to offer many of our facilities for use by our community. Facilities available for community lettings include the school halls, dining area, large field and meeting /training rooms.

We offer a minimal number of remitted fees to support our local community in establishing a regular letting cycle. These are agreed by the Business Manager and Headteacher in advance of hire and only for uses that support the school community.

Area		Max # people	Mon-Fri		Sat-Sun	
			Per hour	Each additional hour	Per hour	Each additional hour
1	Large Hall	200	£70.00	£50.00	£85.00	£65.00
2	Small Hall	100	£50.00	£35.00	£65.00	£50.00
3	Dining Hall	200	£70.00	£50.00	£85.00	£65.00
4	Field		Negotiable			

Rates correct at September 2025

All prices to be reviewed annually in March by the Governing body

Policy Changes Tracker

Page Number	Change
1	Finance Policy changed to Financial policy & procedures Manual
1	Dates changed
7	Finance and Procurement Manager to SBM
8	Costing changed