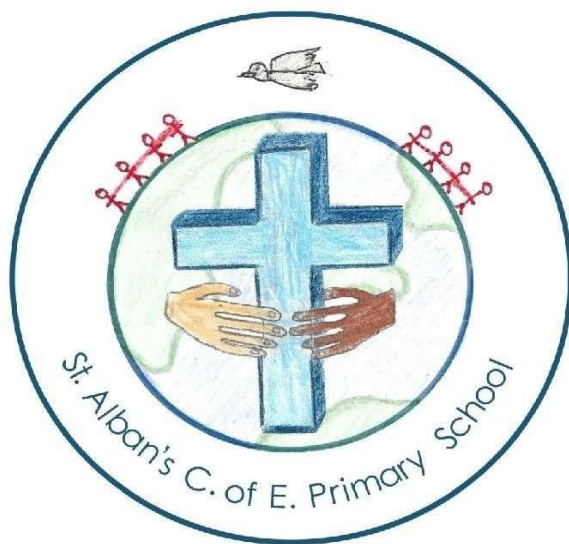




Charging & Remissions Policy

2026-27

Date approved: August 2026

Next review date: August 2027

Educating for life in all its fullness.

1. Aims

Our school aims to:

- Have robust, clear processes in place for charges and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. 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 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

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

4. Where charges cannot be made

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

4.1 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
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

4.2 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

4.3 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, covering for teachers who are absent from school, accompanying pupils on a residential visit

5. Where charges can be made

Below we set out what we **can** charge for:

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

5.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 or 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.

5.3 Music tuition

Schools 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.

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

5.4 Residential visits

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

6. Voluntary contributions

As an exception to the requirements set out in section 4 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Sports activities
- External visitors
- Extra-curricular experiences

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 may be cancelled, each visit will be reviewed on an individual basis to assess financial viability.

7. Activities we charge for

The school will charge for the following activities:

Enrichment After School Clubs - we offer a range of After School Enrichment Activity Clubs which carry a nominal charge to parents. The charges for clubs are advised in advance, each half term and parents must provide consent and payment via Arbor MIS system, in order for their child to attend.

We do also offer after school clubs via external providers. Charges for this club are payable directly to the providers and attendance arrangements should be made directly with them. We do make a nominal charge to providers for facility hire.

Late collections – where a pupil is collected late on a persistent basis, the school reserves the right to apply a charge to reflect the additional staffing costs incurred. Parents will be informed of the charges being made.

Early Years Education/Nursery Fees

15-hour places: All children are entitled to apply for a 15 funded hour place at St Alban's CofE Primary School once they turn three. Paperwork confirming eligibility for this is given in application packs. The child's birth certificate must be seen to confirm date of birth before a place can commence.

30-hour places: Parents must apply online to be eligible for a 30-hour funded place at www.childcarechoices.gov.uk. Certain criteria apply, please refer to the childcare choices website for up to date information regarding eligibility.

To keep your 15 or 30 hours free childcare place you need to check your details are up to date every 3 months. It is the responsibility of the parents to apply and reconfirm their details every three months.

Any extended hours of nursery provision are chargeable directly to parents/carers and we will invoice each half term for any fees due. Nursery fees and consumable charges are reviewed annually and published separately by the school.

Parent/carers will be informed of the charges applicable for the forthcoming academic year in July. Any subsequent changes to charges during the year will be communicated in writing with sufficient notice prior to implementation.

Wraparound Care

Breakfast Club is currently provided on site by an External Provider (POPs Outdoor Adventure) and they also can provide after-school care, however this is provided off site and children are collected by their staff at the end of the school day. School does not benefit from any charges made for this, nor do we charge the provider for the hire of our facilities. For current charges please visit <https://www.popsoutdooradventure.co.uk/>

8. Damaged or Lost Items

The school may seek reimbursement for the cost of repairing or replacing school property that has been deliberately damaged, lost or defaced by a pupil.

9. Acts of Vandalism and Negligence

The school reserves the right to recover part, or whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a parent or pupil.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Headteacher.

10.1 Remissions for Educational Visits

Pupils who are in receipt of Targeted Benefit Free School Meals and are therefore Pupil Premium Eligible, will receive the following remissions:

- One day educational visits free of charge
- Residential visits will receive a 30% reduction in charge

Pupils must be in receipt of the Targeted Free School Meals at the time of the visit. If a child becomes eligible for targeted Free School Meals (FSM) after a parent/carer has already paid for board and lodging on a residential visit, the school will refund the amount paid in line with this policy, provided the child's FSM entitlement is in place before the visit takes place.

10.3 Remissions for School-led Enrichment After School Clubs

Pupils in receipt of Targeted and Expanded Free School Meals are eligible to attend school-led after school clubs, free of charge. This applies to school-led clubs only. Clubs provided by external contractors are not included in this offer.

10.2 Remissions for Additional Nursery Fees

Pupils who are in receipt of Early Years Pupil Premium can receive the following remissions, if they chose to do so:

- Pupils can attend the additional ½ hour per day, to be in line with school hours, without additional fees being charged

11. Monitoring arrangements

The school will ensure that charging arrangements do not discriminate against any pupil and will consider the impact of charges on families experiencing financial hardship.

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

This policy will be reviewed by the Headteacher annually.