Rode and Norton St Philip School Federation

Charging and remissions Policy

Version	Reviewed By	Date Approved	Approved by	Revision Date
1.0	Katie Twitchen	November 2026	FGB	November 2027

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 and will not be made
- Offer a range of activities and visits while minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

1. Legislation and guidance

This policy is based on guidance 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. This policy also incorporates The Charges for Music Tuition (England) Regulations 2007.

2. Definitions

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

3. Roles and responsibilities

The governing board

Responsibility for approving the charging and remissions policy has been delegated to the Finance & Buildings Committee. Monitoring the implementation of this policy has been delegated to the Finance & Buildings Committee.

Headteachers

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

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate information and training in relation to this policy and its implementation.

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

4. Rode and Norton St Philip School Federation will not charge for:

- education provided on site 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5. Rode and Norton St Philip School Federation will charge for:

- any materials, books, instruments, or equipment where the child's parent wishes the child to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see paragraph 6).

6. Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are:

- revision classes provided during school holidays;
- 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; or
    - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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;
- 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; and
- the cost of, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

7. Voluntary Contributions

Rode and Norton St Philip School Federation may ask for voluntary contributions to help fund school activities; however, there is no obligation to make any contribution.

No child will be excluded from an activity simply because their parents or carers are unwilling or unable to pay.

If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

8. Residential Visits

Rode and Norton St Philip School Federation will not charge for:

- 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, 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; and

- supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit.

Rode and Norton St Philip School Federation will charge for:

- board and lodging.

9. Music Tuition

Charges will 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.

10. Remissions Policy

Children eligible for Free School Meals will normally be subsidised for 25% of the cost of chargeable activities. In exceptional circumstances a further subsidy may be given at the discretion of the Headteacher or Business Manager.

11. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials). The charge will be the cost of replacement or repair, or such lower cost as the Headteacher or Business Manager may decide.