



Blanche Nevile School

Charging and Remissions Policy

Author:	The SchoolBus Model Template, adapted by Headteacher, Senior Leadership Team and SBM
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NB: Updates since last year's policy have been highlighted in blue.

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and Responsibilities
4. Charging for education
5. Optional extras
6. Voluntary contributions
7. Examination fees and resits
8. Transport
9. Education partly during school hours
10. Residential visits
11. Damaged or lost items
12. Remissions
13. School trip refunds
14. Freedom of Information Policy and Publication Scheme
15. Monitoring and review

Statement of intent

Blanche Nevile 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/carers, and the circumstances in which they will waive any charge parents/carers 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:

- 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'
- DfE (2025) 'Governance handbook'
- DfE (2025) 'Maintained schools governance guide'
- DfE (2024) 'What maintained schools must or should publish online'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Data Protection Policy
- Finance 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 governing board will be responsible for:

- 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 Co-Headteachers will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents/carers 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/carers and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The SBM / admin team will be responsible for:

- Processing and record payments for activities, taking into account any remissions applied.
- Ensuring that the correct invoices are sent to parents/carers, 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/carer
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination resits if the pupil is being prepared for the resits at the school

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent/carer wishes their child to own them
- Replacement reading scheme books or library books that have been lost/damaged
- Replacement for lost locker keys
- Optional extras
- Music tuition (in certain circumstances)
- Certain early years provision
- The use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information

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 RE
- 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 LA 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. breakfast or out-of-school provision

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
- Buildings and accommodation
- Non-teaching staff, including Learning Support Staff
- Teaching staff under contracts for services purely to provide an optional extra

Charges applied will not include an element of subsidy for any pupils wishing to participate but whose parents/carers 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/carers will be informed of how the charge will be calculated.

6. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities (for example cost of ingredients for cookery lessons). If an activity

cannot be funded without voluntary contributions, the school will make this clear to parents/carers at the outset. The school will make it clear to parents/carers that there will be no obligation for parents/carers to make any contribution. Parents/carers will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer 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 may have to be cancelled, and parents/carers will be informed (although this would be unusual since the school always tries to honour the carrying out of such activities in the best interests of students).

The school will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions. Measures which may make parents/carers feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

7. 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 governing board or LA originally paid or agreed to pay the entry fee.

Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, resits must be taken at the school.

If a pupil or their parent/carer considers 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/carer. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body, and the parent/carer or pupil will have their fees refunded.

8. 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 governing 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.
- Transport provided for an educational visit.

9. Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours and no charge will be made.

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.

If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is 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 RE.

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

Any charges for extended day services will be optional.

10. Residential visits

The school 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents / carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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)

The school will provide a form for parents/carers to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

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, the school will not charge for the activity.

11. 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/carers. Parents/carers 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.

12. Remissions

Currently, the school funds all trips for all our pupils. Should our position on this change in the future, we will set aside a fund to enable parents/carers in financial difficulty to send their children on visits and activities. The school would then update this Charging and Remissions Policy in line with the change in practice, and full details about meeting the criteria for assistance would be addressed in the policy.

13. School trip refunds

As, currently, the school funds all trips for all our pupils, the issue of refunds is not relevant. Should our position on charging change in the future, we will update this policy with information about refunds.

14. 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.