



Moordown St John's CE Primary School

Policy for Charging and Remissions

**"A Christian community where commitment to
educational excellence changes lives"**

The Board of Directors of Moordown St. Johns CE Primary School ratified this policy on 6th November 2025.

Review Date: November 2026

A copy of this policy in an alternative format, such as large print or different language, may be provided on request from the school office.

Charging and Remissions' Policy

Mission Statement

'A Christian Community where commitment to educational excellence changes lives'

This policy supports these important aims.

The Board of Directors recognises the valuable contribution the wide range of additional activities (including clubs, trips and residential experiences) can make towards pupils' personal and social education.

The Board of Directors 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.

1. Policy Aims

The Board of Directors believes 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. This charging and remissions policy describes 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.

- 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
- 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 449-462 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](#).

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 Board of Directors

The Board of Directors has overall responsibility for approving the Charging and Remissions Policy but can delegate this to a committee, an individual director or the Headteacher.

The Board of Directors also has overall responsibility for monitoring the implementation of this policy.

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 School Staff

Our staff members 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.

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

4.4 Parents

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

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
- 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

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 Board of Directors 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
- Transport provided in connection with an educational visit.

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 (see Section 6.3)
- Certain early years provision
- Community facilities

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/Board of Directors 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 that is charged for.

6.3 Music tuition

Charges may be made 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

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/carers 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:

7.1 Educational / Sports' Activities, Day Trips and Activities on Residential Trips

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity, adult voluntary supervision and/or transport to the activity. All contributions are voluntary. If a parent/carer wishes for his/her child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity.

7.2 School Equipment

Parents/carers may be invited to make a voluntary contribution towards school equipment.

7.3 Swimming Pool Lessons

The Directors seek everyone's support in ensuring that this unique facility is maintained.

7.4 School Development Fund

This fund is used to support new projects and improvements across the school.

7.5 School Welfare Fund

This fund is used to supplement certain educational events and activities.

7.6 Additional Trip Donation

This fund is used to support families struggling to finance school trips and 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 the Directors reserve the right to cancel the proposed activity. This would be regrettable.

The following paragraph will be included in any letters / annual multi-trip planners which invite a voluntary contribution:

In line with our Charging and Remissions Policy, we ask parents and carers for a voluntary contribution towards the cost of this activity. For this trip, the cost per child is £_____. There is no obligation for parents to make any contribution, and no child will be excluded from taking part if their parents are unwilling or unable to pay. However, if we do not receive sufficient voluntary contributions to cover the cost of the visit, the school and Directors reserve the right to cancel the activity, which would be regrettable. If you have any difficulty making this payment, please contact the school office in confidence.

8. Activities/items for which this school charges and how those charges are calculated

The school will charge for the following activities/items:

Activity	How the Charge is Calculated
Breakfast, After School and Holiday Clubs	Calculated based on cost of staffing & first aider (incl. on-costs and sickness cover); provision of breakfast/snacks; resources; administration; hire of room(s) including heating and lighting In 2025/26 the school uses an external company to provide wraparound care at the school: 115 club.
Board & Lodging on Residential Visits	Calculated based on the cost of the invoice for the venue
Materials, books, instruments, equipment	<i>Where child's parent wishes him/her to own them</i> Calculated based on actual cost of item supplied
Instrumental tuition	Calculated based on the cost of staffing; resources; administration
Instrumental tuition - books - examination entry - hiring of instruments	Calculated on the actual cost of book supplied Calculated on the actual examination cost Nominal contribution towards cost
School lunches	Calculated based on our providers' published charge and cost of staffing/resources; (Pupils in Years 3 – 6 only excluding those eligible to receive income-based free school meals);
Clubs at Lunchtime &/or Before/After School	Calculated based on cost of staffing (inc First Aider); resources; administration
Lost or Damaged Books or Equipment	Calculated based on the cost of replacement or repair
Wilful Damage to property or equipment	Calculated based on cost of replacement or repair
Hire of school premises (community lettings)	Calculated based on cost of room/facility including heating and lighting; administration

9. 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 Board of Directors and will depend on the activity in question.

9.1 Remissions for residential visits

Eligibility for remission of charges is linked to entitlement to Income-Based Free School Meals; such eligibility will be confirmed to the school by BCP Council.

Parents who are in receipt of the following benefits will be exempt from paying the **full** cost of board and lodging for a residential visit that is organised for the pupil provided the activity is deemed to take place within school hours:

- 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 you 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an annual income of no more than £7,400.00 (after tax and not including any benefits you get)

Applications for Income-Based Free School Meals may be made online at <https://online.bcpccouncil.gov.uk/services/?returnurl=freeschoolmeals>

Families who have an irregular immigration status have no recourse to public funds (NRPF); they may be entitled to claim Income-Based Free School Meals subject to income thresholds. Applications may be made online at <https://www.bcpccouncil.gov.uk/documents/schools-and-learning/Apply-for-free-school-meals-if-you-have-no-recourse-to-public-funds-NRPF.pdf>

In both of the above instances, support to apply is available from the School Office.

The school is committed to ensuring that all pupils eligible for Free School Meals are able to participate fully in residential visits. As a general principle, the school provides funding for the curriculum and enrichment elements of the visit, as well as a subsidy towards the cost of board and lodging. This support typically covers around 50% of the total cost of the residential. In cases of particular financial hardship, the level of subsidy may be increased at the discretion of the Headteacher, and in some circumstances, full remission of costs may be granted.

9.2 Remissions for other activities

In other circumstances, there may be cases of family hardship which make it difficult for a child to take part in particular activities. Parents/carers are invited to talk this over, in confidence, with the Headteacher.

10. School clothing allowance

A school clothing allowance is available for those children who meet the eligibility criteria shown under Section 9, 'Remissions'. *Please see our separate School Clothing Allowance Policy and Application form which can be downloaded from the school website or requested from the School Office.*

11. Policy Review

This policy has been carefully considered and ratified by the Board of Directors on 6th November 2025.

It is a requirement that this policy is reviewed annually; this policy will therefore be reviewed in November 26.

12. Policy Version History

Date	Comments / Reviewed:
October 2025	Policy review by Headteacher, Paul Ruffle following need for clarity in certain areas: • Updated statement of intent • Exemplar voluntary contribution paragraph to be included in any letter inviting payment • The level of financial support for fsm pupils in relation to residential

Signed:



Date: 06.11.2025

Chair, Board of Directors