



## *Brisbane Park Infant School*

### *CHARGING AND REMISSIONS POLICY*

#### *2025*

<i>Approved by<sup>1</sup></i>	
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<i>Position:</i>	<i>Headteacher</i>
<i>Signed:</i>	<i>A Edmondson</i>
<i>Date:</i>	<i>Jan 2025</i>
<i>Proposed review date<sup>2</sup>:</i>	<i>Spring term 2026</i>

<sup>1</sup> The Governing Body is free to delegate the approval of this Policy to a Committee of the Governing Body, an individual Governor or the Head teacher

<sup>2</sup> The Governing Body are free to determine the review frequency of this Policy

**Review Sheet**

<b>Version Number</b>	<b>KAHSC Version Description</b>	<b>Date of Revision/Review</b>
1	<i>Original</i>	<i>January 2012</i>
2	<i>Reformatted only</i>	<i>February 2014</i>
3	<i>Updated to reflect DfE publication 'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities', October 2014. New section for boarding schools, clarification on communication with parents and addition on Children Looked After and music tuition.</i>	<i>March 2015</i>
4	<i>Clarifications: S4 - enrichment activities that do not fulfil the definition of 'education'. S5 - what majority means, and that travel time counts. S6 - determining if a residential is an Optional Extra with examples &amp; additional sources of funding e.g., trusts. S7 - participation is determined by payment.</i>	<i>April 2015</i>
5	<i>Introduction updated to reflect that many more schools have community facilities, and this policy does not apply to charges for them and to reflect that "first pay, first served" access to trips is discrimination against low-income families.</i>	<i>February 2016</i>
6	<i>Introduction updated to define remission and give examples; S9 - clarification that secondary schools must include a school milk scheme section if any pupils are up to and including the age of 18 and are entitled to free school meals.</i>	<i>April 2017</i>
7	<i>Updated to reflect DfE updated guidance (May 2018)</i>	<i>June 2018</i>
8	<i>Reviewed: No Legal or policy changes. What schools do or must do has not changed. Updated with a new section on school meals: a major policy clarification following acceptance by the DfE that school meals should be part of every school's charging and remissions policy because the government provides remission though UIFSM and FSM, governors have discretionary powers, and debt recovery must be managed. One minor clarification about school milk.</i>	<i>September 2020</i>
9	<i>Updated the review table page and replaced the FAQs with a link to the DfE document. No other changes or updates.</i>	<i>November 2022</i>
10	<i>No legal changes but significant updates to include new sections on responsibilities and nursery fee principles. No highlighting due to major reorganisation to cut content and improve clarity. Right click on the contents page to update fields after removing inapplicable sections.</i>	<i>September 2023</i>
11	<i>No legal changes. Updated to include suggested debt write-off amounts (in line with Westmorland &amp; Furness Council limits - check your LA restrictions where relevant). New text on school meals debt that reflects the growing the use of online cashless catering and includes how persistent debts are recovered.</i>	<i>September 2024</i>

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## 1. Policy scope

Sections 449 to 462 of the [Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk) and [The Education \(School Sessions and Charges and Remissions Policies\) \(Information\) \(England\) Regulations 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk) set out the law on charging and remissions for school activities in England and require schools to have a Policy on charging.

This Policy is based on the law and Department for Education (DfE) guidance [Charging for school activities - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

Section 21 of the [Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk) gives schools the power to provide community facilities or services for the (charitable) benefit of pupils or their families, or people who live or work locally. This Policy does not apply to charges we make for community facilities which are handled separately under hire agreements.

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises e.g., a community club that hires our hall to meet in and charges its members to attend.

### 1.1 Aims

This Policy aims to ensure that:

- All pupils have full and free access to a broad and balanced curriculum regardless of their family's financial means.
- This school is transparent about the activities or items that can be charged for and when charges will be made, or remissions offered.
- We recognise our responsibility not to place undue pressure on family finances for example, by giving good notice about charges and by not offering activities on a 'first to pay, first served' basis.

### 1.2 Definitions

**Charge:** a fee payable for clearly defined items or activities.

**Half-day school session:** any period of 12 hours ending at noon or midnight (p9, DfE, 'Charging for school activities', 2018).

**Remission:** the cancellation of a charge which would normally be payable.

**School hours:** The school day is defined as Monday to Friday, 8:50 to 3:20 excluding the lunchtime period 12:00 to 1:00.

### 1.3 Associated policies and procedures

The following policies and procedures may impact the implementation of this Policy:

- Educational Visits Procedures
- Equality Policy

## **2. Roles and responsibilities**

### **2.1 The Governing Body/Trust Board**

*The Governing Body has overall responsibility for approving the Charging and Remissions Policy and delegates this to the Headteacher.*

*The Governing Body also has overall responsibility for monitoring the implementation of this Policy.*

### **2.2 The Head teacher**

*The Head teacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.*

### **2.3 Staff**

*The Charging and Remissions Policy and how to implement it is included in the induction of new staff and the senior leadership team will provide updates or refresh training as necessary.*

*Our staff are responsible for:*

- *Implementing the Policy consistently.*
- *Notifying the Head teacher of any specific circumstances which they are unsure about or where they are not certain if the Policy applies.*

### **2.4 Parents and carers**

*Parents and carers are expected to notify staff or the Head teacher of any concerns or queries regarding the Charging and Remissions Policy.*

## **3. When no charges will be made**

### **3.1 Education**

*There will be no charge for:*

- *Admission or applications for admission*
- *Education provided wholly or mostly 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 this school*
  - *Religious education*

### **3.2 Transport**

*There will be no charge for:*

- *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 body or local authority has arranged for pupils to be educated*
- *Transport provided in connection with an educational visit*

### **3.3 Educational visits**

There will be no 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at this school
  - Religious education
- Supply staff to cover for those staff who are absent from school accompanying pupils on a residential visit.

### **4. Voluntary contributions**

When charges do not apply, parents and carers may be asked for a voluntary contribution towards the cost of some of the educational opportunities that we offer such as:

- On site enrichment activities, educational visits and the associated transportation and other costs
- Specialist equipment
- General school funds to improve opportunities.

From time to time, we may invite outside organisations such as a travelling theatre company , the life bus to deliver an activity during the school day. Such organisations may wish to charge parents, who are entitled not to pay any fee and instead to ask the Head teacher to agree to their child being absent/taught elsewhere in school for that period. In many cases, however, parents and carers will not be charged and will be asked for a voluntary contribution towards the cost of the activity instead.

All requests to parents and carers for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to pay. Pupils whose parents or carers do not contribute will not be treated differently or excluded.

However, the Governing Body reserves the right, to cancel activities if not enough voluntary contributions are received.

### **5. When charges will be made**

This school may recover the full costs of some items and activities, but charges will not exceed the actual cost for:

- Any materials, books, instruments, or equipment, where a pupil's parents or carers have indicated in advance that they would like their child to own the items or finished products. No pupil will be disadvantaged if they do not or cannot take up the opportunity to own items or finished products.
- Optional extras
- School meals
- School milk scheme
- Before and/or after school care

Reasons for and the procedures for handling these charges are described in more detail below.

Any annual charges associated with services or equipment hire schemes, including additional charges for out of warranty repairs or similar expenses are explained in each contract or hire agreement. For more information about contracts and agreements.

### 5.1 Optional extras

There are charges for:

- Education that takes place outside school hours if it is **not** part of:
  - The National Curriculum
  - Religious education
- Transport (other than transport that is required to take pupils to school or to other premises where the local authority/governing body have arranged for pupils to be provided with education).
- Extended day services offered to pupils (for example breakfast club, lunchtime and after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

In calculating the cost of optional extras an amount may be included for:

- 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, this includes 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Families on a low income who are unable to pay such charges should speak to Andrea Edmondson or Samantha Clark about remission, in complete confidence.

### 5.2 School meals

UFSM are available to pupils at no cost to parents. Parents are asked to register for FSM where the family is in receipt of one of the prescribed benefits. Information on how to apply for free school meals is available from the school office and can be found at: <https://www.gov.uk/apply-free-school-meals>.

To enable our school meals service to be efficiently planned, we require advance notice of a child's requirements and ask for half a term's notice to start or stop receiving a school meal.

### 5.3 School milk scheme

Under [The Requirements for School Food Regulations 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk) all schools must make lower fat milk or lactose reduced milk available to drink at least **once** a day during school hours or the lunch break at a fair cost or free of charge to all pupils who are entitled.

Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances up to the age of 5.

When a child has their 5<sup>th</sup> birthday, a small charge will be made towards the cost of continuing to provide this single portion of milk to those parents and carers who want their children to continue receiving it.

Children who have reached the age of 5 and have not yet reached the age of 19 can continue to receive up to one third of a pint of milk free of charge if their family has been able to successfully [apply for free school meals - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

In the case of infant pupils who are entitled to a universal infant free school meal, milk must be offered free to those pupils if it forms part of the school lunch. If milk is offered at any other time during the school day instead, it will only be free for those infants who have an underlying income-related entitlement to free school meals.

A parent or carer who wishes their child to receive more than one portion of milk per day must pay the full cost of each additional portion, even when their first portion is free due to an entitlement.

For more information about our milk scheme and the current charges, please ask at the school office.

#### **5.4 Before and/or after school care**

Charges will be made for childcare services offered to pupils before school and after school when they are run by this school.

The fees and any remissions are set and reviewed by the Governing Body no less than annually. For information about current childcare charges please see the [school website](#) or contact Samantha Clarks, Jill Maddrick or Edmondson.

#### **5.5 Damage to property and breakages**

The school will attempt to recover some, or all the costs incurred repairing wilful or culpably negligent damage or breakage of school property or property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

#### **6. Calculating charges and remission**

The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents and carers.

When charges are made for activities, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through applicable funding such as pupil premium money, specified voluntary contribution and fund raising.

In some circumstances, school may not charge for items or activities set out in section 5 of this Policy. This waiving of charges is called remission. It will be at the discretion of the Governing Body and will depend on the reasons for the charges and the circumstances of the recipients.

Pupils who are looked after by a local authority or whose parents or carers are receiving specified benefits are entitled to full remission of some charges outlined in Section 5. This entitlement is



subject to change but usually equates to pupils being eligible for free school meals (except when they are an infant only eligible under the universal infant free school meal scheme). To find out which benefits are specified and eligible for full remission, see information on how to [Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate governors/trustees can approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted

Details of any remission arrangements will be made clear when parents and carers are informed of charges for individual activities.

### **6.1 Non-residential activities**

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours and no charge will be made. The majority of time is defined as 50% or more. Parents or carers may still be asked for a voluntary contribution.

Where the majority of the time spent on a non-residential activity is *outside* of normal school hours, the charging regime will be as if it happens *fully outside* school hours i.e., the activity becomes an 'Optional Extra' and charges will be made unless 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 this school, or part of religious education. The majority of time is defined, in this case, as more than 50%.

Travel time is included when considering the time spent on an activity only when it occurs during school time (see definitions).

### **7. Debt recovery**

Our financial management Policy requires all services provided by us to be paid for in advance so it is expected no significant debts will accrue. In the event that debts are accrued, the Governing Body has authorised all reasonable measures to be taken to collect debts as part of its management of public funds. In doing so they will observe the relevant financial regulations and any other legal requirements.

Staff whose role it is, will follow school procedures to secure the collection of all debts.

A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors/Trustees and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit, then these will be treated as a total amount.

Unless a decision to write-off a debt is demonstrably a reasonable course of action authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and retained for 7 years.

### **8. Arrangements for monitoring and evaluation**

*To ensure we achieve the aims of this Policy, Samantha Clark/Andrea Edmondson will monitor its impact by receiving on a termly basis, a financial report on activities that resulted in charges being levied, what remission was provided and why (without giving names) and the source of remissions.*