



DINGLE COMMUNITY PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

The school aims to promote equality in all aspects of school life and with regard to all matters embraced by this policy will comply with the provisions of the **Equality Act 2010** and the **Special Educational Needs and Disability Act 2002**.

Date adopted:	7 th September 2015
Date reviewed:	1 st December 2016
	19 th October 2017
	16 th October 2018
	23 rd October 2019
	30 th September 2020
	28 th September 2021
	14 th September 2022
	14 th September 2023
	17 th October 2024
	23 rd September 2025
Next review due:	Autumn 2026
Reviewed by:	Governing Board
Signed:	 (Headteacher)
Signed:	 (Chair of Governing Board)
Date:	23 rd September 2025

1. Aims

Dingle Community Primary 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 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.

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 governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 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 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 training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers 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 we **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/carer
- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

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

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- 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

6.2 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 LA 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/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 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 to be charged for.

6.3 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/carer.

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 that would not otherwise be possible.

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

- School trips
- Sporting activities

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Extended Schools

School provides a term time only wraparound school childcare service for children in Reception – Year 6 at the 'Before & After School Club'. Parents will be charged for use of the service and the session times and charges are as follows:

- | | | |
|--|-------------------------------------|-------|
| • Full morning session including snack - | 7.50am until start of school 8.40am | £4.00 |
| • 1 Hour Activity Club Session – | 3.15pm – 4.15pm | £4.00 |
| • Full afternoon session including snack - | 3.15pm until 5.15pm | £8.00 |

A late collection charge will apply on collections that are 10 minutes or more after the end of the booked session. The charge will be £4.00 per child for each 15 minutes of lateness.

An additional charge of £1 per 1 hour session will be added where spaces are booked after the booking deadline of 4pm on Friday (for the following week).

If your child attends Breakfast Club or After School Club without any prior booking at all, a further additional charge of £1 per 1 hour session will be added (so £2 per hour more than the cost of the session if booked by 4pm the previous Friday).

Please refer to Wraparound Terms and Conditions for further information.

Early Years

All children are eligible for 15 hours of government-funded provision the term after their third birthday and some children whose parents meet the eligibility criteria will be able to seek up to an extra 15 hours of funded provision per week. They may take up this free provision the term after their child's third birthday. We also offer provision for two-year-olds who meet funding criteria. We have an expectation that a minimum of 15 hours provision will be accessed by each individual child (but this is arranged on an individual basis and is temporary – e.g. as a phased start) – this is to ensure continuity and quality of provision. Parents may pay for sessions following a child's third birthday until they become eligible for funding.

Sessions are charged as follows:

- A morning session 8.45am – 11.45am = £13.00
- An afternoon session 12.30pm – 3.30pm = £13.00
- Lunch club 11.45am -12.30pm = £3.50
- Whole Day = £29.50 (which includes 45-minute lunch period)

No Charge will be levied for:

- Education provided during school hours (including materials, books etc)
- Education provided outside school hours if it is part of the National Curriculum, EYFS framework or syllabus for RE.
- Tuition for pupils learning to play a musical instrument or vocal tuition unless the tuition is provided at the request of the pupil's parent.

Nursery Charges for Additional Sessions over the funded 15 hours

All 3 and 4-year-old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

Additional sessions over the 15 hours per week entitlement may be available but this is dependent upon the number of children who are attending for funded sessions and to whom priority will be given. Sessions will consist of 3 hours and will be charged at £13.00 per session. The parental agreement should include details of the additional chargeable sessions which will only be guaranteed for the duration of 1 term with the agreement being put into place each term to define requirements, again dependent upon availability.

Invoicing and Payment Procedures

Payment for additional sessions is made via SchoolMoney and parents are notified weekly of charges. Where immediate payment may cause hardship, parents are advised to contact the Headteacher in writing. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Note: non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged. Outstanding fees will be passed to Dudley MBC debt collection team for recovery.

Non-Attendance or Cancellation

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Fees for additional sessions are chargeable for full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in **March** each year. Parents/carers will be informed of the charges for the coming academic year in **April** each year.

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 governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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're 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 – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

9.2 Procedure

In the case of a residential visit, the parents/carers must write to the Headteacher and evidence that their child qualifies to be considered for funding for the cost of the board and lodging element of the residential visit. Authorisation for remission will be made by the Headteacher in consultation with the Chair of Governors.

In the case of other educational visits or activities, for which a charge exceeding £10 is levied, the parents/carers must write to the Headteacher and evidence that their child qualifies to be considered for a contribution towards funding for the cost. Authorisation for remission will be made by the Headteacher in accordance with the following scale:

Cost	School contribution
Up to £10.00	Nil
£10 to £100.00	50% of the amount between £10.00 and £100.00
Over £100.00	50% of the amount between £10.00 and £100.00, plus 75% of the amount over £100.00

Examples:

(a)	Educational visit costing £10.00	School contributes Parents/carers contribute	Nil £10.00
(b)	Educational visit costing £100.00	School contributes 50% of £90.00 Parents/carers contribute	£45.00 £55.00
(c)	Educational visit costing £150.00	School contributes 50% of £90.00 (£45.00) plus 75% of £50.00 (£37.50) Parents/carers contribute	£82.50 £67.50

Written requests for consideration for a contribution towards funding must be supported by documentary evidence to prove eligibility.

