



Cherrywood Federation Charging and remissions policy

Approved by:

Anita Saville and the
Governors of the
Cherrywood
Federation

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1. Aims

Our Federation 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.

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 governing board

The governing board has overall responsibility for approving the charging and remissions policy.

Responsibility for approving the charging and remissions policy has been delegated to each school's Business and Finance Committee.

Monitoring the implementation of this policy has been delegated to the Executive Headteacher.

4.2 Headteachers

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 that forms part of the music curriculum. However charges are made to parents when the tuition is provided at the request of the pupil's parent/carer-such as peripatetic music lessons with Merton Music Foundation or Rocksteady
- 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

5.3 Residential visits

- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Schools and local authorities 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 transport, 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

Sports activities

After School Clubs

Workshops, visitors to school, eg the Christmas pantomime

Music events

Bookfest events

All contributions are voluntary. If an event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. **No child will be excluded from an activity if their parents/carers are unwilling or unable to pay.** Sometimes the schools pay additional costs in order to support a visit.

However, 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:

Swimming

The school organises swimming lessons for all children in Yr 4 and catch up lessons in Year 6

These take place in school time. At Joseph Hood Primary School, we ask parents to make a voluntary payment for these lessons to cover the cost of transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child. No child is excluded from these lessons because of an inability to pay.

Breakages and Lost or Damaged Books

Where a child's actions incur extra costs to the school, by deliberate breakage of equipment, damage to premises, loss or damage to text books or library books, parents will be invited to pay a contribution to cover the whole or part of the cost. Each incident will be dealt with on its own merit and at the Headteacher's discretion

Extra-Curricular Activities

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences e.g. Computers, Art, Construction and games, Choir, Spanish, sports clubs. Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs or to cover the cost of materials such as ingredients for cookery club. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

Breakfast and After school Care clubs

Both schools in the Federation offer a breakfast and After School care clubs. Charges for these are reviewed annually. Charges cover the cost of staffing, food, insurance, materials for activities and the purchasing of toys and games.

Other Charges

We may levy charges for miscellaneous services up to the cost of providing such services, e.g. for signing a passport application, providing an additional copy of a child's report.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by each school's Finance Committee and form part of our separate Lettings policy

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

We do make a charge to cover the costs of the board, lodging and travel expenses for a residential visits.

If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher. Parents in receipt of the following support payments, may be eligible to receive some help with covering the costs of board, lodgings and travel expenses

- 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)

10. Monitoring arrangements

The Executive Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed annually by Anita Saville and the Cherrywood Federation Governing Body.

At every review, the policy will be approved by the Executive Headteacher and the Finance Committees of each school in the Cherrywood Federation.