

Chaddleworth St Andrews and Shefford Church of England Federated Primary Schools <i>'Living life in all its fullness'</i>	Effective Date:	
	RES FGB	14.01.26 21.01.26
Policy and Procedure Statement		
Charging and Remissions Policy	Next Revision Date	January 2028

As a federation of two Church schools we are at the heart of the community and strive to 'Live life in all its fullness', in partnership with parents and the wider community.

Chaddleworth St. Andrew's and Shefford CE Primary Schools are committed to enabling all pupils to achieve their full potential. We will do this through developing a love of learning within a creative environment, where everyone aspires towards excellence.

Our specific Christian values are Community, Compassion, Courage, Trust, Perseverance and Thankfulness.

This policy has been reviewed with **Compassion** in mind to ensure inclusivity and fair treatment for all.

Name		Signature	Date
Chair of Governing Board	Jim Hazlewood		
Headteacher	Debbie Munday		

Revision History

Date	Rev No	Ref Section	Change

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Statement of Intent

Chaddleworth St Andrew's and Shefford Federated Schools are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

We are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

1. Overview

School governing boards and local authorities, subject to the limited exceptions referred to in this policy, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed in item 10.3 of this policy of the support available to them when being asked for contributions towards the cost of school visits.

2. Legal framework

2.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

3. Staff

3.1. The Governing Board has overall responsibility for approving and monitoring the implementations of the Charging and Remissions policy but can delegate this to a committee, an individual governor or the headteacher.

3.2. The FGB is responsible for approving this policy.

3.3. Monitoring the implementation of this policy has been delegated to the Resources Committee

4. Charging for education

4.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.

- 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 religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

4.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

5. Optional extras

5.1. We may charge parents 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.
 - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils.

5.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

5.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

5.4. 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 pre-requisite for the provision of an optional extra.

6. Examination fees

6.1. We may charge for examination fees if:

- The examination is on the prescribed list such as SATs, but the pupil was not prepared for it at the school.
- The examination is not on the prescribed 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 body or LA originally paid or agreed to pay the fee.

7. Examination re-sits

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

7.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

8. Voluntary contributions

8.1. From time-to-time, the School may ask for voluntary contributions towards the benefit of the school or school activities.

8.2. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset.

8.3. We will make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

8.4. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

8.5. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

8.6. The responsibility of determining the level of voluntary contribution is delegated to the Headteacher, based on the current legislation and this policy.

9. Music tuition

9.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

9.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

10. Transport

10.1. We 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 body 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.

10.2. We will request a **voluntary contribution** for transport provided as part of an educational visit where the visit would otherwise be cancelled. Travel in the school minibus is subject to a charge as detailed in the Educational Activities policy:

ROUND TRIP DISTANCE	COST per pupil
0-10 miles	£1.50
10-20 miles	£3.00
Greater than 20 miles	Reviewed on an activity basis

11. Residential visits

11.1. We 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 religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

11.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

11.3. Parents 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:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

12. Education partly during school hours

12.1. 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 is deemed to take place during school hours and no charge will be made, except where it is classed as an *optional extra*.

12.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may

charge for the activity; however, we 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 religious education.

- 12.3. **Residential visits:** 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, we will not charge for the activity.
- 12.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds, or available bursaries.
- 12.5. Any charges for extended day services will be optional.

13. Damaged or lost items

- 13.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

14. Remissions

- 14.1. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- 14.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
 - Universal Credit
 - Income Support
 - Income Based Jobseekers Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £18725 (2023-2024) in the previous financial year or the threshold applicable according to the time of assessment
 - Working Tax Credit run-on
 - Universal Credit
 - The guarantee element of State Pension Credit
 - An income related employment and support allowance
- 14.3. Parents who feel their circumstances mean they require financial assistance

should contact the Headteacher (headteacher@csf.w-berks.sch.uk) or the School Business Manager (finance@csf.w-berks.sch.uk).

- 14.4. The decision with regard to the assistance payments lies with the Headteacher. All discussions relating to individual family financial circumstances will be treated in the strictest confidence.

14.5. For ease of reference, if remission or assistance is available in relation to a particular charge or voluntary contribution, it is indicated in the table below:

Activity or thing for which will or may be charged for	Notes	
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	e.g. a clay model – a charge to cover the cost of the clay	<i>A discretionary subsidy may be available to those eligible for remission</i>
Charges will be made for music tuition provided by Berkshire Maestros	This is an agreement between parent and Berkshire Maestros	<i>A discretionary subsidy may be available to those eligible for remission</i>
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	<i>Remission is available for those meeting the criteria</i>
Charges for clubs & wrap around care	The charge will not exceed the agreed pricing as defined in the School Breakfast and After School Club Policies	<i>A discretionary bursary subsidy may be available to those eligible for remission</i>

15. Additional considerations

13.1 The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will adhere to the following guidelines:

- publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead,
- where necessary an initial letter will be sent to parents explaining the nature of the proposed activity, its likely value in educational terms and will indicate the contribution per pupil which would be required if the activity were to take place,
- have established a system for parents to pay in instalments where necessary,

- acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and will avoid that method of selection.

16. Information provided to parents

13.1 In line with the school's Publication Scheme on information available under the FOIA, single copies of any pertinent information will be provided to parents free of charge. Additional copies may be chargeable under the Publication Scheme. The decision to charge will be at the discretion of the Headteacher, except that where the costs exceed the "Threshold" as defined in the FOIA, the charge will be determined in line with the formula prescribed by the Act.

17. Monitoring and review

- 17.1. This policy will be reviewed every two years, or sooner if required following a significant change in legislation if sooner, by the Resources Committee.
- 17.2. The committee will seek to evaluate the impact of the school's extended activities and services on those children most in need of additional support.