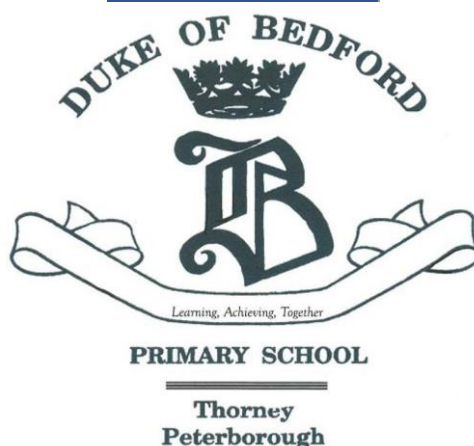


Duke of Bedford Primary School

Charging and Remissions Policy

September 2022



Contents:

1. Aims.....	Error! Bookmark not defined.
2. Legislation and guidance.....	Error! Bookmark not defined.
3. Definitions.....	Error! Bookmark not defined.
4. Roles and responsibilities.....	Error! Bookmark not defined.
5. Where charges cannot be made	Error! Bookmark not defined.
6. Where charges can be made.....	Error! Bookmark not defined.
7. Remissions	Error! Bookmark not defined.

Aims

- 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

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](#).

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and Responsibilities

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.

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff 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.

Parents

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

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instrument or other equipment)
- Tuition for pupils learning to play musical instruments (or singing) unless the tuition is requested by the parent
- Education provided on any trip that takes place during school hours (a voluntary contribution will be asked for)
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational visit e.g. swimming (a voluntary contribution will be asked for)

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it must be cancelled.

Below we set out what will be chargeable:

Activities outside school hours.

Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities

- Board and lodging costs (but only those costs) of residential trips deemed to take place during school time.
- Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).
- When any trip is arranged parents/carers will be notified of the policy for allocating places. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it must be cancelled

Music Tuition

- Music tuition for individuals or groups

Remissions

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances.

This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents/carers in receipt of:

- Universal Child Credit
- Income Support
- Income based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under the Immigration and Asylum Act
- The guarantee element of Pension Credit

- Working Tax Credit run on
- Child Tax Credit (with no Working Tax Credit)