



**St Edward's
School**

Unity - Achievement - Faith

Charging and Remissions Policy

**Reviewed and Approved by Business and Premises Committee
On: 22nd June 2026**

Next Review date: Summer 2027

SLT is responsible for oversight of this policy's implementation

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Mission Statement

MAY WE BE ONE

In purpose – educating for life in all its fullness

In faith – encountering God who lives among us, calling us to unity

In dignity – nurturing confidence and maturity

In community – striving together for justice, love and peace

1. Aims

In providing the best possible education and facilities, the school must sometimes look to parents and carers for financial support if they would like to purchase enhanced provision, such as peripatetic instrument lessons, for their child. The school curriculum also offers, from time to time, additional opportunities, such as trips, which are in addition to those associated with the formal curriculum. Together with parents we will work to provide outstanding resources as we work to nurture confidence and maturity.

The 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.

School governing bodies 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/carers on low incomes and in receipt of the benefits listed on page 7 of this document of the support available to them when being asked for contributions towards the cost of school visits.

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

The policy applies to all staff, parents/carers/students and Governors of St Edward's School

- The governing body

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

- The Headteacher

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

- 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.

- Parents/Carers

Parents / carers are responsible for ensuring that upon committing their child to any enhanced provision, such as peripatetic instrument lessons or residential trips, they make payments by the requested due date or notify the school if otherwise. Parents/Carers may be asked to sign a parental/carer agreement when agreeing to pay for enhanced provision.

5. Where charges cannot be made

5.1 Education

School governing bodies **cannot** charge for:

- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, which forms part of the National Curriculum; or
- Instrumental or vocal tuition which is additional to the National Curriculum and where requested by the student's parent/carer and the student is looked after by the Local Authority;
- entry for a prescribed public examination, if the student has been prepared for it at the school; and
- examination re-sit(s) if the student 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 of school hours, if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious Education
- Supply Teachers, covering for teachers who are absent from school accompanying students on a residential visit.

6. Where charges can be made

6.1 Education

- any materials, books, instruments, or equipment, where the student's parent/carers wish the student to own them;
- optional extras;
- music and vocal tuition, in limited circumstances;
- community facilities (under s.27(1) of the Education Act 2002)
- 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

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not part of:
 - the national curriculum;
 - a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);
- board and lodging for a student on a residential visit;
- Extended day services offered to students, such as breakfast clubs or after school clubs and supervised homework sessions.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, 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 students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Participation in any optional extra activity will be on the basis of parent/carer choice and a willingness to meet the charges. Parent/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

6.3 Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case, where parents/carer have requested the tuition.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

6.4 Residential Visits

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents/carers about a forthcoming visit, they should make it clear that parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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)
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Income related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- Student 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) does not exceed £16,190 (Financial Year 2013/14);
- The guaranteed element of State Pension Credit;

7. Voluntary Contributions

Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents/carers at the outset. The school will also make it clear to parents/carers that there is no obligation to make any contribution.

It is important to note that no student should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled. The school will ensure that they make this clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents/carers at the outset what their policy for allocating places on school visits will be.

8. Activities we charge for

If a charge is to be made for a particular type of activity, for example optional extras, parents/carers need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents/carers. At St Edward's this is done on an individual basis by letter / email to parents / carers of the student being offered optional activity.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those students whose parents/carers are in receipt of certain benefits.

- **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the student is being prepared for at the school and not part of religious education.

- **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during the school day. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity fall during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

- **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Students are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

- **Trip Payments**

If parents and carers sign up for their student to go on an optional school trip the trip will go ahead based on the number of students signed up and expenses will be committed to by the school.

The school will set out a payment calendar for any large trips or set a payment date for less expensive trips, which must be adhered to. Parents and carers are responsible for meeting these payment dates. While the school will endeavour to advise parents and carers where payments are missed, if payments are not made on time, students will be removed from the trip and any money already committed will not be returned. This is because the payment dates are set to ensure sufficient money has been received at the key times required to secure the trip. If parents and carers commit to a trip and then find themselves in financial difficulties, they should contact the school immediately as the school will then look to see if they can set an alternative payment programme to help facilitate the trip.

If a student is signed up to a trip and then decides for any reason that they no longer wish to go, the school will be unable to refund any money that cannot be reclaimed from third parties and will leave the school out of pocket.

- **Photocopying and Printing**

Photocopying is a large expense for the school, and it needs to reclaim costs not directly related to delivering the business of the school.

The school has an obligation to provide information in certain instances and will continue to do so. However, if these requests take a lot of investigation and copying, where we are legally allowed, we will make charges as follows:

1- 10 sides of A4 - £1-50

11-20 sides of A4 - £3:00

£1.50 will be charged for up to each 10 extra copies.

If in depth investigation of our records is required, we will provide the first half an hour free and then charges will be made at £15 an hour for subsequent investigation to recover the cost to the school of providing the information. If more than 7 hours investigation is required, the school is likely to incur overtime costs, and the hourly rate will be increased to £20 an hour to cover this.

The school will give a requester an estimate of the cost of supplying information, so they can decide if they wish to proceed.

The school may from time to time, undertake copying or printing for local community groups or charities and will quote a one-off cost for this.

- **Staff / student self-service photocopying or Printing**

The school will pay the first £1 of any student copying each term for any school related activity, (this is equal to 20 A4 black and white sheets) but any further printing or copying will be charged as follows to cover costs incurred.

Single Sided	Black and White	Colour
A4	5p	10p
A3	10p	20p
Double sided		
A4	10p	20p
A3	20p	40p

Staff are discouraged from photocopying or printing for personal use, and any personal printing should be done on their own time. However, on those occasions when staff do personal copying or printing, the above charges will also apply.

- **Fitness Suite**

The school's fitness suite is available for students to use outside of their timetabled PE lesson and a charge of £15 is made for an annual pass.

- **Lockers**

Year 7 have access to lockers for which a charge of £10 is made. These are optional and those students in receipt of Pupil Premium have the charge remitted.

- **Replacement lockers keys, fobs and sixth form ID cards**

Where students have mislaid items for which there is a cost to replace, a small charge is made, between £1 and £3.50

- **Stationery**

Whilst the DfE prohibits charging for 'equipment', advice sought from them has confirmed that it is not unreasonable for students to be expected to bring a pencil case to school with pens, pencils and other small items, and so the school expects students to bring their own stationery for use in lessons. For those who wish, students are able to purchase items they are missing, at a small cost from a stationery shop. Prices are reviewed regularly to ensure that costs are covered but are currently as follows:

Black Pen	10p
Green Pen	10p
Pencil	10p
30cm Ruler	30p
15cm Ruler	20p
Whiteboard Pen	40p
Protractor	20p

- **Revision Guides**

Students may find it helpful to have their own copies of revision guides when preparing for GCSE and A level exams and the school offers the opportunity for parents to buy these from the school at cost. These are optional and those students in receipt of Pupil Premium have the charge remitted.

- **Catering**

School meals provided in the school's canteen, at break and lunchtimes, is available for purchase by students, using the school's Wisepay payment system. Those eligible for Free School Meals will have an allowance of £3 per day to purchase food. The prices of the various items of food are regularly reviewed to ensure that costs are covered.

10. Monitoring Arrangements

The School Business Manager monitors charges and remissions and ensures that these comply with this policy. This policy will be reviewed by the School Business Manager annually. At each review, the policy will be approved by the Governing Body.