



The Leys Primary & Nursery School

Learning TodayLeading Tomorrow

Charging and Remissions Policy

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1. Aims

Our 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.
- 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, 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.
- Responsibility for approving the charging and remissions policy has been delegated to the resources committee.

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:



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- 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.

4.4 Parents

- Parents 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)
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- 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

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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local



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authority has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when he or she has 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 wishes him or her 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:



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- 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 local authority 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 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 which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups



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of pupils, provided that the tuition is provided at the request of the pupil's parent.

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 to fund activities which would not otherwise be possible.

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

- School trips
- Theatre and workshop visiting the school
- Swimming

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents 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:

- After school dance/drama/sports/music clubs
- Friends of The Leys Activities - e.g., discos and parties
- Repeated late collection of pupils (see Section 11 for full details)

Parents will be informed of the charges for after school clubs at the start of each term.



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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 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)

10. Damage to property or equipment

10.1 Lost or damaged equipment

Parents/carers will be expected to replace or pay for the cost of lost or damaged items of school property, e.g., reading books.

10.2 Breakages/damage to school buildings, furniture or property

Whilst the school will consider all of the circumstances surrounding incidents, it reserves the right to charge parents/carers for damage caused as a result of a pupil's behaviour.

11. Repeated Late Collection of Pupils

11.1 Grace Period



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The school operates a 10-minute grace period after the end of the school day for pupil collection. This allows for occasional unavoidable delays.

11.2 Our Approach to Late Collection

The Leys Primary & Nursery School recognises that occasional late collection may occur due to unforeseen circumstances. However, repeated late collection places additional supervisory responsibilities on staff and raises safeguarding concerns.

11.3 Monitoring and Support

Where late collection occurs three times within a half term or a rolling 6-week period, the school will:

- Contact parents/carers to discuss the issue and understand any underlying difficulties
- Arrange a meeting with parents/carers if the lateness continues
- Offer support where possible (e.g., signposting wraparound care providers or breakfast/after-school clubs)
- Record concerns in accordance with the school's safeguarding policy, as repeated late collection may be considered a safeguarding matter
- Work with families to develop strategies to prevent further late collections

11.4 Record Keeping

Records of late collections will be logged on the school's systems to monitor patterns and safeguarding concerns. The agreed threshold for intervention is 3 late collections in a half-term or rolling 6-week period.

11.5 Charging for Repeated Late Collection

Important: Charges will only be applied in cases of persistent lateness after support measures have been offered, not for isolated or occasional delays.

If lateness continues after the support measures outlined above, and where no reasonable explanation has been provided, the school may implement charges to cover the cost of additional staffing and supervision required.

Before any charges are applied:

- Parents/carers will be informed in writing that charges may be implemented if late collection continues
- Parents/carers will be given a further opportunity to discuss any barriers to timely collection
- A minimum of 2 weeks' notice will be given before charging commences

Charging Structure



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If implemented following the process above, charges will be made as follows:

- **£5.00** for the first 15 minutes after the 10-minute grace period
- **£5.00** for every additional 15-minute block thereafter

Example: A parent arriving 30 minutes late (after the grace period) would be charged £10.00 (£5.00 for the first 15 minutes after the grace period, plus £5.00 for the second 15-minute block).

11.6 Payment and Invoicing

- Invoices for late collection charges will be issued monthly via ParentPay [*or your payment system*]
- Payment is expected within 14 days of invoice date
- If you have difficulty paying, please contact the school office to discuss payment arrangements

11.7 Exceptional Circumstances

The headteacher has discretion to waive charges in exceptional circumstances, such as:

- Emergency situations (e.g., accidents, medical emergencies)
- Circumstances beyond parental control (e.g., severe weather, public transport failures)
- Where families are experiencing significant hardship

Parents should contact the school office as soon as possible if exceptional circumstances prevent timely collection.

11.8 Persistent Non-Collection

If a child is not collected and the school cannot contact parents/carers, the school will follow its safeguarding procedures, which may include contacting emergency contacts or, in extreme cases, children's social care or the police.

12. Monitoring arrangements

- The Business Manager monitors charges and remissions and ensures these comply with this policy.
- This policy will be reviewed and approved annually by the resources committee of the governing body