

Charging & Remissions Policy

School: Balliol Primary School

April 2026



1. PHILOSOPHY

- We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. However, many school activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2. STATEMENT

The policy complies with the requirements of the

- Education Act 1996, section 457.
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381.
- The School Information (England) Regulations 2008 (as amended).

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim: -

- To make school activities accessible to all pupils regardless of family income.
- To encourage and promote external activities which give added value to the curriculum.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.

- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

3. LEGISLATION – EDUCATIONAL DURING SCHOOL HOURS

- The DfE in its guidance to School Governors states that “education provided during school hours must be free. The definition of “education” includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity.” It goes on to advise that “although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)”
- When additional costs are incurred by Balliol Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

4. EDUCATION OUTSIDE SCHOOL HOURS

- The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

5. REMISSIONS

- To ensure that access to activities reflects intentions, Balliol Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.
- There may be cases of family hardship which make it difficult for pupils to take part in activities for which a charge is made. When arranging a chargeable activity, the Governing

Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

6. DATA PROTECTION OF PUPILS AND FAMILIES.

- Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. The use of an electronic charging system ensures that those entitled to FSM are not identified.

7. PRE-SCHOOL & NURSERY FEES

- The Governing Body currently charges £15 per Pre-School and Nursery session.
- These charges are reviewed every 12 months.
- Lunchtime charges for those that stay the additional time on a Friday will be £5

8. CONTRIBUTIONS

- Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.
- If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.
- A voluntary contribution to the school fund will be requested when the Headteacher is asked to certify passport documentation and other professional paperwork.

If sufficient contributions are not received the activity may be cancelled.

Charges:

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. Weekend residential)
- After-school and Pre-School clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.
- Damage to school books

9. INDIVIDUAL MUSIC TUITION

- Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

10. INGREDIENTS OR MATERIALS FOR PRACTICAL SUBJECTS

- The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials for practical subjects.

11. LOST SCHOOL EQUIPMENT, BOOKS ETC.

- Parents will be expected to replace or pay for the cost of lost items of school property, e.g. locker keys.

12. BREAKAGES AND DAMAGE TO SCHOOL BUILDINGS, FURNITURE OR PROPERTY

- Parents will be charged for damage caused as a result of a pupil's behaviour.

13. RESIDENTIAL ACTIVITY

- The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel.
- However, charges will be made for board and lodging in these circumstances, except for pupils who are receiving Income Support or Family Credit. The Headteacher will tell all parents of the right to claim free activities if they are in receipt of these benefits." A voluntary contribution will be requested by the school for such activities.
- (Balliol Primary School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111,117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities).

14. PRIVATE FEES

- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.
- The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

15. ARRANGEMENTS FOR MONITORING & EVALUATION

- The governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.