

BELLINGHAM

PARTNERSHIP OF SCHOOLS

Charging and Remissions Policy

2026-27



Approved by:	Governing Body	Date:	September 2026
Last review date:	March 2025	Next review date:	September 2027
Policy applies to:	Bellingham Primary School	Yes	Bellingham Middle School Yes

Charging and Remissions Policy

1. Aims

Our schools 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.

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.

4.2 The Executive Headteacher

The Executive 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:

- Implementing the charging and remissions policy consistently
- Notifying the Executive 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.

4.4 Parents/carers

Parents/carers are expected to notify staff or the Executive 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)
- 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
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- 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

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 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/carer wishes the child 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

The schools will charge for activities known as 'optional extras'. The following are examples of optional extras:

- Education provided outside of school time that is not part of:
 - 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 LA 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

In respect of calculating charges:

- 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/carers 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 will not 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 that is to be charged for.

6.3 Music tuition

On occasions, our schools may provide optional vocal or instrumental tuition at the request of parents/carers. Where this is offered through the school, this tuition will be charged to parents/carers. The charge will meet the cost of the provision, including the cost of the staff giving the tuition. Where an instrument is hired from the Local Authority, a charge will be made.

Bellingham Partnership of Schools will not charge for music tuition:

- 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

Charges will be made for board and lodgings on residential visits to cover the costs of the residential. The schools will put in place payment plans for residential activities in order to allow parents to spread the cost of these visits over time.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school asks for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

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

- Voluntary contributions or provision of goods in kind may be requested from parents for materials for practical lessons in Design Technology, Food Technology or other areas agreed by the Executive Headteacher.
- Trips and visits: the schools may wish to offer opportunities to broaden the range of experience in connection with certain curriculum areas during school hours. Such opportunities may include an educational visit to an historic site, a theatre visit, an art gallery or museum, or use of swimming pools. Voluntary contributions to these activities will be sought from parents/carers.

Whilst there is no obligation for parents/carers to make any contribution, 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:

- Breakfast Club
 - The charge for breakfast club covers the cost of staffing, food, building costs.
- After School Club
 - The charge for after school club covers the cost of staffing, activity costs, building costs.
- After School activities
 - Where after school activities are made available, a nominal charge is made to cover the costs of the provision of activities, resources and building costs.
- Sporting activities
 - Where sporting activities are made available, a charge is made to cover the cost of staffing, resources, equipment and building costs. Where travel is required, this may be charged to parents/carers.

For regular activities, the charges for each activity will be determined by the Executive Headteacher and reviewed annually by the Governing Body. Parents/carers will be informed of charges through the newsletter.

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

The Governors appreciate the valuable contribution that residential visits make to the education of our pupils. With this in mind, the Governors will strive to make such residential visits as accessible as possible to as many pupils as possible. The Governors recognise that families in receipt of certain allowances or benefits may be entitled to access school funding if available, and will endeavour to ensure that as many pupils as possible benefit from these activities. However, if the school is unable to raise sufficient funding, it may not be possible for some activities to go ahead. It is noted that where a residential activity takes place, although the school would like to encourage all eligible pupils to take part, a normal school day provision will be maintained for those who do not wish to participate.

10. Monitoring arrangements

The Executive Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Executive Headteacher annually.

At every review, the policy will be approved by the Governing Body.