CARBEILE JUNIOR SCHOOL
CHARGING & REMISSIONS POLICY

PH – March 2026

1. Introduction

At Carbeile Junior School 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. This Charging and Remissions Policy sets out the charging for school activities and school visits and complements the information given in the Guide to the Law for School Governors and in Sections 449-462 of the Education Act 1996 and in line with the DfE document, 'Charging for school activities', May 2018. This states that no compulsory charges can be made to parents/carers for any activity which takes place during school hours. However, schools can invite voluntary contributions from parents/carers. The school can charge for activities outside school hours. The policy has been written with help from the teaching staff and governors of our school.

2. School Charging

a) Education

Carbeile Junior School **cannot** charge for:

- an admission application to our school;
- 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 pupil is being prepared for at the school, or part of 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; and
- entry for a prescribed public examination, if the pupil has been prepared for it at the school. This includes re-sits if the child is being prepared for the re-sit in school.

Carbeile Junior School **can** charge for:

- any materials, books, instruments or equipment where the child's parent/carer wishes him/her to own them;
- optional extras (see below); and
- music and vocal tuition in limited circumstances
- community facilities

b) 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. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Optional extras are:

- education provided outside school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education;
- examination entry fee if the registered pupil has not been prepared for the examination at the school
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit; and
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea 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 extras;
- 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 a 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils 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 pupils 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 pupils on a residential visit.
Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

c) Voluntary contributions

Our school is entitled under legislation to ask for voluntary contributions for the benefit of the school or any school activities. If insufficient voluntary contributions are raised to fund a visit (at least 95% of the final cost) then it must be cancelled and we will make sure that this is made clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. We will not send colour coded letters to parents/carers as a reminder to make payments and direct debit or standing order mandates will not be sent to parents/carers when requesting contributions.

d) Music Tuition

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent/carer. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.
A charge will not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Also, no charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

e) Transport

Carbeile Junior School **will not** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

f) Residential visits:

Carbeile Junior School **will not** charge for:

- 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 or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Carbeile Junior School **can** charge for board and lodging and the charge will not exceed the actual cost. When we inform parents/carers about a forthcoming visit, we 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.

- 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)

Parents/carers may apply to the school for assistance in the case of genuine hardship and such assistance will be given at the discretion of the Headteacher.

g) 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 pupil is being prepared for at the school and not part of religious education.
If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. 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 falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

h) 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 school hours. 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 falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

i) 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
Pupils 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
Pupils 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.

3. **Remissions**

Carbeile Junior School will give consideration to the remission of charges to parents/carers or carers who receive the following support payments:

- 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)

Children of families who receive these payments are also entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher (and if appropriate the Chair of Governors) will authorise the remission of charges.

Carbeile Junior School may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

4. Related Documents

Finance
SEND
Equalities

5. Further Information

https://www.gov.uk/government/publications/charging-for-school-activities

6. Policy Review

A revised copy of the Charging & Remissions Policy has been produced. Unless earlier revision is required, this document will be reviewed every two years. Once approved by the Board of Governors, the policy will be available to all staff and parents and stored as a hard copy by the Clerk.

Headteacher: Mr P Hamlyn

Chair of Governors: Mrs S. Morton

Date: 31st March

Review Date: March 2028