



CHARGING AND REMISSIONS POLICY



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Hollinswood Primary School & Nursery

Charging and Remission Policy

The Governors of Hollinswood Primary School & Nursery have adopted the Charges and Remission Policy set out by Telford & Wrekin Council and agrees to review the policy on a regular basis.

Updated in line with the Education Act 1996 (Sections 449-462) and DfE guidance (Charging for School Activities, May 2018)

1. Introduction

This policy sets out how Hollinswood Primary School & Nursery approaches charging for school activities in line with the Education Act 1996 (Sections 449–462) and Department for Education (DfE) guidance. The school aims to ensure that all children have equal access to educational opportunities and that no pupil is disadvantaged due to their financial circumstances.

2. General Principles

- Education provided during school hours is free of charge (Education Act 1996, Section 451).
- No charge will be made for materials, books, instruments or equipment necessary for the delivery of the National Curriculum (Section 451).
- Charges will only be made where permitted by law, including for optional extras and board and lodging (Sections 452–455, 457–458).
- All requests for financial contributions will be clear, transparent and fair, in line with statutory requirements.

3. Voluntary Contributions

The school may ask parents/carers to make voluntary contributions towards the cost of activities, including school trips and visits.

- Contributions are entirely voluntary and there is no obligation to pay.
- Pupils will not be treated differently based on whether a contribution is made.
- No child will be excluded from an activity because their parents are unwilling or unable to contribute.
- If insufficient contributions are received and the school cannot subsidise the activity, it may be cancelled.

The school will ensure that requests for contributions are made in a way that does not place undue pressure on parents. The school will clearly state at the outset whether an activity is dependent on voluntary contributions.

4. Optional Extras

(Education Act 1996, Sections 452–455)

Charges may be made for activities known as 'optional extras', where these take place outside school time and are not part of:

- The National Curriculum
- A prescribed examination syllabus
- Religious education

Examples include:

- Extended day services (e.g. breakfast clubs, after-school clubs)
- Some educational visits outside school time
- Additional music tuition requested by parents

Charging Principles for Optional Extras

- Charges will not exceed the actual cost of the activity.
- Costs will be divided equally between participating pupils.
- Charges will not include an element of subsidy for other pupils.
- Participation is based on parental choice and agreement to meet the cost.

A clear breakdown of costs will be provided in advance.

5. Music Tuition

(Education Act 1996 and Charges for Music Tuition (England) Regulations 2007)

Music tuition within the National Curriculum is free.

Charges may be made for instrumental or vocal tuition where:

- It is provided at the request of a parent/carer, and
- It is not part of the National Curriculum or statutory provision.

Charges will not exceed the cost of providing the tuition

6. Residential Visits

(Education Act 1996, Sections 457–458)

No charge will be made for education provided during residential visits that take place wholly or mainly during school hours.

However, charges may be made for **board and lodging**. These charges will:

- Not exceed the actual cost, and
- Be fully remitted for pupils whose parents are in receipt of qualifying benefits.

Parents will be informed in advance of:

- The total cost

- What the charge covers
- Eligibility for support

7. Remissions (Financial Support)

(Education Act 1996, Section 457)

The school will provide financial support, including full or partial remission of charges, for families in receipt of qualifying benefits.

These include (but are not limited to):

- Universal Credit (meeting threshold requirements)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit (subject to income limits)
- Pension Credit (Guarantee Credit)
- Support under the Immigration and Asylum Act 1999

The school will actively inform parents/carers of the support available when requesting contributions and encourage them to contact the school in confidence if financial assistance is required.

Additional support may be provided at the discretion of the school using available funding.

8. Transport

(Education Act 1996, Sections 451–452 and associated statutory guidance)

The school will follow DfE guidance in relation to charging for transport.

The school will not charge for:

- Transport to and from school where there is a statutory obligation to provide it
- Transport to other premises where education is provided as part of the curriculum
- Transport for educational visits that take place during school hours
- Transport required for pupils to sit public examinations where the school has prepared them

The school may charge for:

- Transport linked to optional extras (outside school hours and not part of the curriculum)

Where transport costs are included in a charge, parents will be informed of how these costs are calculated.

9. Activities Partly During School Hours

(Education Act 1996, Section

When an activity takes place partly during and partly outside school hours, it will be deemed to take place during school hours if 50% or more of the time occurs during school hours.

In such cases, no charge will be made (except for board and lodging on residential visits).

If less than 50% of the time occurs during school hours, charges may be made for the non-curriculum elements.

10. Transparency and Communication

(Education Act 1996, Section 457)

The school is committed to transparency in all charging arrangements.

- Parents will be informed in advance of all charges.
- A clear breakdown of costs will be provided.
- Information about eligibility for support will be included in all communications.
- This policy will be published on the school website and made available on request.

11. Monitoring and Review

This policy will be reviewed annually by the governing body or sooner if required to ensure continued compliance with legislation and DfE guidance.

12. Legal Framework (Appendix)

This policy is based on the following legislation and statutory guidance:

- Education Act 1996, Sections 449–462 (Charging for school activities)
- Charges for Music Tuition (England) Regulations 2007
- DfE Guidance: Charging for School Activities (May 2018)
- Education (Charges for Early Years Provision) Regulations