



# Charging and Remissions Policy

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## Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Definitions .....	2
4. Roles and responsibilities .....	2
5. Where charges cannot be made .....	3
6. Where charges can be made .....	4
7. Voluntary contributions.....	5
8. Remissions.....	5
9. Monitoring arrangements .....	6

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### 1. Aims

Woodside 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 be made.

### 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 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

### 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 Trustee Board

The Trustee Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the Headteacher.

This policy is reviewed by the Headteacher and approved by the Trustee Board.

## 4.2 Headteacher

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:

- 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 and carers

Parents/carers 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)
- Education provided outside school hours if it is part of:
  - the national curriculum
  - a syllabus for a prescribed public examination that the child is being prepared for at the school
  - religious education.
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent/carer.

### 5.2 Transport

- Transporting registered children to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered children to other premises where the Trustee Board or local authority has arranged for children to be educated
- Transport that enables a child 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 child is being prepared for at the school
  - religious education.

- Supply teachers to cover for those teachers who are absent from school accompanying children 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 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.

### **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:

- the national curriculum
- a syllabus for a prescribed public examination that the child is being prepared for at the school
- religious education
- examination entry fee(s) if the registered child has not been prepared for the examination(s) at the school
- transport (other than transport that is required to take the child to school or to other premises where the local authority or Trustee Board has arranged for the child to be provided with education)
- board and lodging for a child on a residential visit
- extended day services offered to children (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 children will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of children participating
- any charge will not include an element of subsidy for any other children 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 children who do not wish to participate.

Parental/carer 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 of children, provided that the tuition is provided at the request of the child's parent/carer.

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 child 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/carers to fund activities during school hours which would not otherwise be possible.

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

- trips
- payment for visiting authors, artists, workshops, etc
- swimming lessons.

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the Trustee Board and will depend on the activity in question.

### **8.1 Remissions for residential visits**

Parents/carers 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).

## **10. Monitoring arrangements**

The Headteacher, Operations Manager and finance team will monitor charges and remissions, and ensure these comply with this policy.

The policy will be approved by the Trustee Board annually.