



Bowhill Primary School

Charging and Remissions Policy

Updated:
Approved by:
Next review

September 2025
The Local Governing Body
September 2028

Charging and Remissions Policy

Our 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

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.

1 Admissions

Bowhill Primary School **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable) as any part of its admissions process.

2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, Bowhill Primary School **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by Bowhill Primary School or part of religious education.

4 School meals

4.1 Bowhill Primary School **does not** charge for school meals where the pupil is eligible for free school meals or universal infant free school meals.

4.2 Pupils who are not entitled to free school meals **will** be charged at each school for the meals they take.

5 Prescribed public examinations

- 5.1 Bowhill Primary School **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.
- 5.2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, Bowhill Primary School **may** seek to recover the fee from the pupil's parent/carer.

6 Materials, books, instruments or equipment

- 6.1 Bowhill Primary School **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- 6.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

7 Music, instrumental or vocal tuition

- 7.1 Bowhill Primary School **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition (but, in the case of tuition in playing a musical instrument, the group will not exceed four pupils).
- 7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.
- 7.3 **No charge** will be made if the tuition is:
- provided to a pupil who is looked after by a local authority; or
 - provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the academy.

8 Transport

Bowhill Primary School **does not** charge for:

- transporting pupils to or from the school's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated

9 Residential visits

- 9.1 Bowhill Primary School **does 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 by Bowhill Primary School or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

9.2 Bowhill Primary School **will** charge for board and lodging relating to residential visits (see **section 10**).

10 Optional extras

10.1 Bowhill Primary School **does** charge for 'optional extras'.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

10.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by Bowhill Primary School or part of religious education
- other transport (outside of that outlined in **section 8**)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

10.4 In calculating the cost of an optional extra an amount **will** 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, which includes 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

- 10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

11 Voluntary contributions

- 11.1 Bowhill Primary School may ask parents/carers for voluntary contributions for the benefit of Bowhill Primary School or any of its activities.
- 11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Head Teacher will ensure that parents/carers are made aware at the outset that:
- the activity cannot be funded without voluntary contributions
 - there is no obligation to make any contribution
 - if insufficient voluntary contributions are raised to fund the activity, and Bowhill Primary School is unable to fund it from some other source, then the activity will be cancelled
- 11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12 Refunds

- 12.1 Request for refunds for activities will be considered on an individual basis and may be rejected if Bowhill Primary School is unable to recoup the costs incurred.
- 12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head Teacher. If approved, refunds will be processed via the original method of payment.
- 12.3 Bowhill Primary School reserves the right not to refund costs where a pupil is withdrawn from an activity by Bowhill Primary School on the basis of a pupil's breach of the school's behaviour policy.

13 Damage to property and breakages

- 13.1 Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, Bowhill Primary School **may** charge those responsible for some or all of the cost of repair or replacement.
- 13.2 Where property belonging to a third party has been damaged by a pupil, and Bowhill Primary School has been charged, Bowhill Primary School **may** charge those responsible for some or all the cost.

14 Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

15 Complaints

Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.

16 Monitoring arrangements

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

This policy will be reviewed by the Headteacher every three years.

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