Charging and Remissions Policy

Cinnamon Brow CE Primary School

Approved by Governing Board: 12th March 2026

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1. Aims

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 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. 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 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. Monitoring the implementation of this policy has been delegated to the finance committee.

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 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 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

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 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
- 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 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 cannot 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

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil'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 pupil 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.

6.5 Nursery Provision – top up

We can charge for hours of nursery provision required above that covered by the government funding. Please see appendix for information on the additional charges.

6.6 Nursery chargeable extras

We can charge for the following items when families are accessing a funded nursery place:

- Occasional services and activities
- Snacks and consumables prepared or supplied by the nursery
- Non-food consumables

The fees for these items will be agreed as part of the registration process and included in invoices. Please see appendix for full details of what is included under each heading.

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 that would not otherwise be possible.

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

- school trips
- sports activities
- special events / celebrations
- visitors

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 unwilling or unable to pay. 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:

- Extra-curricular activities provided by the school that happen outside school hours and are not part of the National Curriculum (varying cost to cover staffing – paid via Parent Pay)
- Music tuition provided within the school day by an external provider, requested by parents/carers which is not part of the National Curriculum (charged directly by external provide)
- Replacement of lost or damaged readings books and reading records (£5 contribution towards the cost of book – paid via Parent Pay)
- School meals – there is a charge for school meals which is in line with the charges from the Education Authority (cost provided by Warrington Borough Council and paid directly to them via Parent Pay)
- Optional school uniform purchases provided by school – parents can purchase a school tie / book bag if they wish to and this is provided for convenience (cost of item via Parent Pay)
- Special events such as school performances, movie night, fall ball – outside of the National Curriculum (varying cost to cover expenses and to raise funds for PTFA paid via Parent Pay/ via PTFA payment system – if parents wish to purchase)
- Raising funds including for charities such as Children in Need (varying cost to raise funds paid via Parent Pay but is voluntary)
- Snack as requested by parents & carers can be purchased via Parent Pay (Y1 upwards)
- Contribution to snack in Reception class in line with Nursery snack
- Replacement badges (£1) purchased for roles of responsibility within school

For regular activities, the charges for each activity will be determined by the governing board and reviewed in Autumn each year. Parents/carers will be informed via the school prospectus / by letter of the charges for trips, school meals, snack and extra-curricular activities each year.

9. Late Nursery fees

We reserve the right to make an additional charge for late collection. The charge for this will be £5.

Fees are due on time, and the payment dates will be clearly stated on the invoice. We will contact with a reminder if the fees are late. We will charge a one-off late fee of £5. We want to work with parents to support and will work together to set up an affordable payment plan if needed.

If, after 2 weeks of this reminder, the invoice has still not been settled, we reserve the right to stop providing non-funded childcare.

If, after 4 weeks the debt has still not been cleared, we reserve the right to take court action and cancel your nursery space with immediate effect.

10. 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.

10.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will have a contribution provided by the school towards the cost of board and lodging for residential visits. This will be agreed with the governing board each year:

- 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)

10.1 Remissions - extra-curricular clubs / visits

Parents/carer who can prove they are in receipt of the benefits as listed above can choose to have a term's worth of an extra-curricular club and 50% of the visits for the year paid or 100% of the visits for the year paid. In certain circumstances, the school can provide support for costs

11. Monitoring arrangements

The Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by Headteacher every year. At every review, the policy will be approved by the finance committee.

APPENDIX

From September 2025, nursery children will be eligible for 15 or 30 hours of government funded childcare per week dependent on eligibility.

30 hours government funding gives access to 4 and a half days within Little Browsers and Pre-school provision at Cinnamon Brow Church of England Primary School. A 'top up' can be added for children to access five full days.

Where children are not funded or attend for more hours than their government funding covers, parents will be charged for an additional session (3 hours) at the rate of:

- £22.50 per session for 2-year-olds
- £18.00 per session for 3- and 4-year-olds.

Where the period 11.40 to 12.20 needs to be accessed as an extra, the charge for this will be:

- £5 for 2-year-olds
- £4 for 3- and 4-year-olds

For parents that work, it is possible to save 20% on fees by signing up to the Government's Tax-Free Childcare scheme, or up to 85% if you are on universal credit. Further information can be found at www.childcarechoices.gov.uk. As a school, we also accept employer childcare vouchers. Please speak to the staff regarding this option.

CHARGEABLE EXTRAS

1 - Occasional Services and Activities: appropriate notification will be provided

- Use of the setting's sun hats, wellies and wet weather gear
- Baking resources
- Seasonal/celebration resources and activities (Mother's Day, Father's Day, Christmas, Holi, Red Nose Day, Children in Need, Pancake Day, World Book Day etc.)
- Parentzone learning journey access

2 - Non-Food Consumables: - A charge of £5 per term

- Baby wipes
- Face tissues
- Nappy sacks – for wet play accidents and toileting accidents
- Suncream
- Foam non-alcohol hand sanitiser
- Disposable gloves
- Disposable aprons
- Disposal of nappies

3 - Food Consumables – snack: This will be charged at 50p per session.

- Standard AM and PM daily snack of fruit and raw vegetables (e.g. watermelon, strawberries, peppers etc)
- Snack will also include a savoury item (e.g. Crumpets, toast, cracker, breadsticks)
- Children will get a choice of humous or soft cheese to sample new foods
- Seasonal/celebration snack e.g. pancakes, fortune cookies, prawn crackers
- Party food snack e.g. VE day, Christmas parties, Royal weddings

4. School dinner

- School lunch can be provided at a cost of £3.10 and can be ordered on the day this will be payable via parent pay
- Parents can provide a packed lunch