



Charging and Remissions Policy

This policy provides guidance for the school community on what can and cannot be charged for as part of the educational offer at John Ball Primary School.

Date agreed by Governors	July 2026
Signed on behalf of Governors	<i>J Wilkinson</i> J Wilkinson (Sep 7, 2026 06:46:42 GMT+1)
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In this policy you will find the following acronyms:

Acronym	Meaning
HT	Head teacher
Charge	A fee payable for specifically defined activities
Remission	The cancellation of a charge which would normally be payable



1. Aims

1.1 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

2. Legislation and guidance

2.1 This 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.

3. Roles and responsibilities

3.1 **The Governing Body**

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to the head teacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

3.2 **Head teachers:**

The head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

3.3 **Staff:**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the head teacher 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.

3.4 **Parents**



Parents are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

4. Where charges cannot be made

4.1 Education

4.2 Admission applications

4.3 Education provided during school hours (including the supply of any materials, books, instruments or other equipment) except for Nursery hours beyond Government funding allotment)

4.4 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

4.5 Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

4.6 Entry for a prescribed public examination if the pupil has been prepared for it at the school

4.7 Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

4.8 We ask parents to provide their children with a P.E. kit. We make no charge for specialised clothing used in school.

4.9 Transport

4.10 Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

4.11 Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

4.12 Transport provided in connection with an educational visit (we request an optional, voluntary donation to cover this cost)



5. Where charges can be made

5.1 Below we set out what we **can** charge for:

Education:

- 5.2 Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- 5.3 Optional extras (see below)
- 5.4 Music and vocal tuition, when the parent requests this
- 5.5 Certain early years provision - Nursery setting beyond Government-funded hours
- 5.6 Community facilities (see Lettings Policy)

Optional extras:

- 5.7 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:
- 5.8 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
- 5.9 Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) by the school (e.g. LAMDA exams)
- 5.10 Written reference(s) for fee paying independent schools, chargeable at £30 per reference. An exception can be made for families eligible for Pupil Premium.
- 5.11 A member of staff (usually a Teacher or Senior Leader) to sign a passport or other application. Chargeable at £30 per form, per person. An exception can be made for families eligible for Pupil Premium.
- 5.12 Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- 5.13 Board and lodging for a pupil on a residential visit
- 5.14 Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- 5.15 When calculating the cost of optional extras, an amount may be included in relation to:



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- 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 financial processing costs associated with any payments (ie 1.5% fee for paying via Arbor)
- Any other administrative costs

5.16 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.

5.17 Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

5.18 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.

5.19 Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Late collections:

5.20 The school may charge parents for late collections at a rate of £8.25 for each 15 minute period beyond the pick up time. The school will give warning to any parent or carer who may be charged due to persistent lateness. The charge will be based on the actual cost to the school. See Appendices 1 and 2

6. Specific Guidance: Music tuition

6.1 All children study music as part of the normal school curriculum. We do **not** charge for this.

6.2 As mentioned above, schools will 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.



6.3 Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition and financial processing costs.

6.4 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

7. Specific Guidance: Performances

7.1 The school may practice for and attend a concert outside the school (e.g. O2/Blackheath Halls).

7.2 No child will be excluded from attending the performance on the same basis as school trips. There may be a venue cost for parents to attend (e.g. ticket cost).

7.3 The financial transaction will be dealt with away from the child (e.g. cash in envelope or Arbor online payment).

7.4 The school will aim to limit the number of high cost performances, while ensuring that all the available opportunities for all children to benefit from external performances are used.

7.5 The school may at times charge for performances within the school (e.g. summer production). When a charge is to be made for tickets, one ticket per family will be available free of charge and further tickets may carry a small fee at the discretion of the head teacher.

7.6 In all instances where an event or production is recorded or filmed, we will act in compliance with the license.

8. Specific Guidance: Residential visits

8.1 We can charge for board, food, lodging, travel and activities on residential visits, but the charge must not exceed the actual cost - the school cannot be held responsible for incurring costs and charges associated with residential visits.

8.2 Payment of a deposit is a commitment to paying the full amount of the cost of the place.



8.3 Deposits and installments paid to secure a child's place on a residential visit are non-refundable.

8.4 The school reserves the right to cancel a place without returning the deposit if the balance is not paid by the agreed deadline.

8.5 Parents 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 the amount stated to receive Child Tax Credit.
- 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)

9. Specific Guidance: Voluntary contributions

9.1 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 to fund activities during school hours which would not otherwise be possible.

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

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Theatre visits
- Musical events

9.3 This list is not exhaustive.

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



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

10. Specific Guidance: Absence from previously paid for activities

10.1 If a pupil is unable to make a school trip due to poor health, parents will be unable to claim refund on the charges for transport to the trip location.

10.2 Refund of the charge for entry will be subject to the provider's terms and conditions.

10.3 Any refund received for a child who is absent, will be passed directly on to the parent/carer. School will not make profit as a result of absence from a school trip/residential.

10.4 No refund can be given for missed extra-curricular activities including peripatetic music lessons except if cancelled by the school or tutor.

10.5 Any changes or cancellations of booked extra-curricular activities including peripatetic lessons will be subject to a 10% processing fee to cover financial and administration costs.

10.6 Any paid-for nursery sessions that are not attended are not refundable.

10.7 Any paid-for wrap-around care sessions for nursery that are not attended are not refundable.

11. Specific Guidance: Fundraising during school time

11.1 The school may from time to time take part in fundraising activities to raise funds for charities not connected with the school at the discretion of the Head Teacher (e.g. sponsored events, performances). No child will be treated differently or pressured for not taking part in the activity or contributing financially or otherwise.

11.2 The Classroom Teacher may collect financial or other contributions in an open classroom, but will do so in such a way as to not cause embarrassment to any child.

11.3 The school may from time to time advertise fundraising activities connected with The Friends of John Ball Association. This may be done via the Classroom Teacher, Assembly, pupil representatives, leaflets and posters etc.



11.4 The advertising does not constitute an invitation to the event. The Friends of John Ball Association are wholly responsible for the event or activity and selling entry tickets per their Ticket Policy.

11.5 The school may also, from time to time take part in fundraising activities to raise funds for a specific item/ extras for John Ball School.

11.6 No child will be treated differently or pressured for not taking part in the activity or contributing financially or otherwise.

11.7 The Classroom Teacher may collect financial or other contributions in an open classroom, but will do so in such a way as to not cause embarrassment to any child.

12. Specific Guidance: Author Visits

12.1 Friends of John Ball association will fund one author to visit the school each academic year.

12.2 All children will have the opportunity to hear the author speak/take part in a workshop

12.3 There is no obligation for children to purchase the author's book/work. However, on occasions, they will have the opportunity to do so. No child will be treated differently if not purchasing the author's book/work, nor pressurised to purchase.

12.4 The financial transaction will be dealt with away from the child and the books will be distributed away from the talk/workshop (e.g. cash in envelope via the school office or on Abor). This will ensure that no child will feel left out during the talk.

12.5 We will also give clear guidance to any incoming publishers on how and where they can expect to distribute the books.

13. Advertising for extra curriculum and out of school activities

13.1 Advertising is at the discretion of the head teacher.

13.2 Where an advert is placed in the children's bag, it will be clear who will benefit from the fee for the activity.

13.3 If the event being advertised is to raise funds for the school, it will be clear on what basis the tickets will be available (e.g. 1st come, 1st served).



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- 13.4 There should be clear information available about the activity to enable the parent to make an informed choice about attending.
- 13.5 Outside organisations may at times offer free workshops to inform children of their services (e.g. Perform, Crystal Palace Diving).
- 13.6 Parents will be informed of the service the organisation provides or the opportunities available to children and that there is a cost attached to it as soon as is reasonable, and where appropriate how much the cost is.
- 13.7 No child will be excluded from the event if they do not wish to use the services of the organisation.



Appendix 1

Late collection letter 1

Dear parent of ...

We noticed that your child was collected late on (date).

We would like to remind you that school (club) finishes at (time) and we expect children to be collected promptly.

The school may charge parents for late collections at a rate of £8.25 for each 15-minute period beyond the pick-up time. The school will give warning to any parent or carer who may be charged due to persistent lateness. The charge will be based on the actual cost to the school.

The school works closely with Superkids who provide childcare beyond the school day. Children can be registered to attend regularly or on an ad hoc basis. More information for their services can be found on their website superkidsclub.co.uk



Appendix 2

Late collection letter 2

Dear parent of ...

I hope this message finds you well.

I am writing to kindly request that arrangements be made to ensure CHILD'S NAME is collected promptly at the end of the school day, which finishes at **3:15pm (3:20pm)**

On **(number) occasions last half term**, staff remained at school well beyond this time to supervise XXXXX while waiting for collection. While we understand that unforeseen circumstances can occasionally arise, this situation places considerable strain on our staff who have other commitments and responsibilities after hours.

As per our Charging & Remission policy, the school may charge parents for late collections at a rate of £8.25 for each 15-minute period beyond the pick-up time. The school will give warning to any parent or carer who may be charged due to persistent lateness. The charge will be based on the actual cost to the school.

Safety and well-being of all our students is our top priority, and we ask for your cooperation in making timely pickups a consistent practice moving forward.

We would like to remind you that Superkids offer wrap-around child care beyond the school day. We encourage you to register your child with them to be able to use their services on a regular basis or when needed. For more information, please visit superkidsclub.co.uk

Thank you for your attention to this matter and for your continued support.