



The Federation of Kirkby Malzeard C of E and St Nicholas C of E schools.

CHARGING AND REMISSIONS POLICY

APPROVED BY THE FULL GOVERNING BODY July 2025

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupil's personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the Federation and as additional optional activities.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- I) education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- II) Examination entry fee(s) if the registered pupil has not been prepared for the examination (s) at the school;
- III) transport (other than transport that is required to take the pupil to school or to other premises where the local authority/ governing body have arranged for the pupil to be provided with education);
- IV) board and lodging for a pupil on a residential visit;
- V) extended day services offered to pupils (for example breakfast club, after school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- I) any materials, books, instruments, or equipment provided in connection with the optional extra;
- II) the cost of buildings and accommodation;
- III) non- teaching staff
- IV) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

- V) 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 pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

The School may have to invite parents to contribute towards the cost of a trip or visit. All contributions are voluntary and if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. However, if we do not receive sufficient voluntary contributions, it may not be possible for such trips to go ahead.

No child will be excluded from an activity because his/her parents are unwilling or unable to pay.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during the school hours, it is deemed to have taken place outside school hours.

Residential Visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Remissions

Where there are cases of family hardship that make it difficult for pupils to take part in activities for which a charge is made, the Governing Body will consider remitting the costs in part or full, this may be linked to Pupil Premium Funding. Authorisation of remissions will be made by the Head Teacher up to £50 and amounts above, in consultation as appropriate with the Chair of Governors or the Lead Finance Governor.

Remissions will be treated with confidentiality.

Breakages/ Wilful Damage

It is the Governing Body's policy that, at the discretion of the Head Teacher, payment for any wilful damage may be required.