



# **Anfield Road Primary School**

## **Charging & Remissions Policy**

<b>Policy Drafted:</b>	June 2025
<b>Drafted by:</b>	K Murphy
<b>Review Period:</b>	3 years
<b>Approval Date:</b>	18/06/2025
<b>Review Date:</b>	June 2028

## **1. Aims**

The aims of this policy are 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 the following:

**Advice** from the Department for Education (DfE):

- Charging for school activities

**Statutory guidance** from the DfE:

- 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

## **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 Governing Body**

The Governing Body have overall responsibility for approving the charging and remissions policy and for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance & Staffing 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 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 Parent/carers**

Parent/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;

### **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
- 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

### **5.2 Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- 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
  - Religious education
  - Supply teachers to cover for those 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 him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision

### **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
- Religious education
- 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)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils - Breakfast Club, L4 After School Club and Wraparound provision in Nursery
- Additional food across the school day eg Nursery snack and Toast in KS2

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)

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 parent/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.

Parent/carer agreement is necessary for the provision of an optional extra, which is to be charged for.

### **6.3 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. A payment plan for will be provided for each residential visit

## **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 parent/carers to fund activities during school hours, which would not otherwise be possible.

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

- Transport on educational visits
- Admission charges for educational visits
- Charges for externally provided workshops

**There is no obligation for parent/carers to make any contribution, and no child will be excluded from an activity if their parent/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:

- **L4 After-School Club**

(childcare vouchers are an accepted means of payment for this activity), refunds will only be provided for sessions cancelled by the parent/carer if two school days' notice or more of the cancellation has been provided by the parent/carer

- **Nursery**

additional sessions not covered by the 15 or 30 hours free government childcare scheme (childcare vouchers are an accepted means of payment for this activity)

- **Reading Book replacements**

- **Nursery Snack**

- **Toast in KS2**

For regular activities, the charges for each activity will be determined by the Finance & Staffing Committee and reviewed in June each year.

Parent/carers will be informed of the charges for the coming year in July each year.

See Appendix 1 for details of current charges.

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6, 7 and 8 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question.

Pupils eligible for free school meals and/or pupil premium funding may be exempt from paying the charges or voluntary contributions for some of the activities listed in sections 6,7 and 8. This will be at the Headteacher's discretion and will be dealt with on an individual basis

At Anfield Road Primary School we value the importance of a healthy meal every day and for this reason we provide a school meal for all our children. There is no charge for all parents.

## **10. Monitoring arrangements**

The Finance and Staffing Committee monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the The Finance and Staffing Committee annually. At every review, the policy will be approved by the Finance & Staffing Committee.

### **Appendix 1 – 2025/26 Charges**

Activity	Charge																																
L4 Cost and Charges	3.30pm – 4.45pm - £4.00 4.45pm – 6.00pm - £8.00																																
Late Collection Charges	£5.00																																
Uniform Cost	<table border="1"> <thead> <tr> <th>Item</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Jumpers</td> <td>£ 15.00</td> </tr> <tr> <td>Cardigans</td> <td>£ 15.00</td> </tr> <tr> <td>Pinafores</td> <td>£ 12.00</td> </tr> <tr> <td>Kilt</td> <td>£ 12.00</td> </tr> <tr> <td>Box</td> <td>£ 10.00</td> </tr> <tr> <td>PE Kit</td> <td>£ 12.00</td> </tr> <tr> <td>Blazers (Y5 &amp; Y6)</td> <td>£ 20.00</td> </tr> <tr> <td>Book bag</td> <td>£ 5.00</td> </tr> <tr> <td>PE bag</td> <td>£ 5.00</td> </tr> <tr> <td>Rucksack</td> <td>£ 8.00</td> </tr> <tr> <td>Ties, elastic</td> <td>£ 4.00</td> </tr> <tr> <td>Ties 39"</td> <td>£ 4.00</td> </tr> <tr> <td>Tie clips</td> <td>£ 4.00</td> </tr> <tr> <td>Nursery tracksuit</td> <td>£ 22.00</td> </tr> <tr> <td>PE tracksuit (Y2 to Y6)</td> <td>£ 12.00</td> </tr> </tbody> </table>	Item	Price	Jumpers	£ 15.00	Cardigans	£ 15.00	Pinafores	£ 12.00	Kilt	£ 12.00	Box	£ 10.00	PE Kit	£ 12.00	Blazers (Y5 & Y6)	£ 20.00	Book bag	£ 5.00	PE bag	£ 5.00	Rucksack	£ 8.00	Ties, elastic	£ 4.00	Ties 39"	£ 4.00	Tie clips	£ 4.00	Nursery tracksuit	£ 22.00	PE tracksuit (Y2 to Y6)	£ 12.00
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Nursery Lunch	£1.80 per day, £9.00 per week																																
Nursery Fees	£19.00 per session (AM/PM- separate sessions)																																
Nursery Snack	£1 per week																																
KS2 Toast	10p a day																																
Reading Book replacement	£5.00																																