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# Charges and Remissions Policy

**Date of last review: September 2025**  
**Lead reviewer: Nicola Penlington**  
**Approved by: Local Governing Body**  
**Approved on: September 2025**  
**Date of next review: September 2027**

## **Charges and remission for pupils:**

According to the provision of the Education Reform Act, the Governing Body issues this policy statement on charges and remissions.

### **Summary:**

Charges are not allowed for any activity in school, with the following exceptions:

- Individual music tuition with parental agreement
- Board and lodgings on residential trips.
- The school will meet with individual families to discuss payment for those in receipt of family credit or income support.
- Optional extras, that is, those activities which take place mainly or entirely out of school time
- Certain materials, in Food Technology and CDT, for example, where pupils are taking the product home
- Examination fees in certain circumstances, for example where the pupil has not been prepared for that examination by the school or where a pupil does not complete examination requirements without good reason
- Examination fees where the candidate has previously failed the examination
- Wilful damage or loss to/of equipment or materials

The school may ask, not require parents to make voluntary contributions to such activities as trips in school time. As well as remission for pupils of parents in receipt of family credit or income support, the Governing Body may remit charges for 'optional extras' to sustain and encourage such activities.

## **STATEMENT OF CHARGES AND REMISSION OF CHARGES**

### **INTRODUCTION**

The Governing Body of Keresley Newland Primary Academy are conscious of the valuable contribution which can be made to children's education by educational activities beyond the school and beyond day to day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.

The following statements on Charging Policy and Remission Policy are intended to fulfil the legal requirements in this respect.

However, it will be recognised that many activities would be put in jeopardy by a shortage of funds unless supported by voluntary financial contribution from parents and by funds raised through the efforts of the school and all associated with it. Due to increased financial pressure within school, enrichment activities may be provided in school as an alternative provision to an enrichment trip/visit. Whilst we recognise this may not provide the child with the whole experience, the curriculum content will be covered in school and thus attempt to provide a more financially viable solution. The

school will allocate funding annually to support enrichment activities; and Pupil Premium funding as appropriate to support families who are not able to make a voluntary contribution.

## **Charging Policy**

### **Board and Lodging on residential visits**

A charge will be made for board and lodging for pupils taking part in residential visits whether these are required as part of a prescribed public examination or specifically to fulfil the statutory requirements of the National Curriculum or religious education, or provided as an optional extra.

*The charge will be at actual cost except in the case of authorised visits to PGL Outdoor Pursuits Centre where the charges will be in accordance with scales set from time to time by WCC, or as is possible due to budget limitations.*

### **Optional Extras**

Optional extras are those activities which take place mainly or entirely out of school hours and which are provided in addition to the school curriculum.

Keresley Newland Primary Academy will not provide financial support for “optional extras” provided by the school and the school is required to ensure that any costs incurred must be fully covered by income generated.

Optional extras provided from time to time by the school include for example evening theatre visits, visits to other countries to enhance language studies, visits to sporting events, visits to musical events, visits to exhibitions, Outdoor Studies trips and residential experience of a variety of kinds.

A charge will be made at actual cost to all participating pupils for optional extras. Such costs could include an appropriate element for:

- a pupil’s travel costs
- a pupil’s board and lodging costs
- materials, books, instrument and other equipment
- entrance fees to museums, castles, theatres etc.
- insurance costs
- teaching staff specifically engaged for the activity

The actual cost will be made known to parents before they are asked to agree to their child taking part in the activity and participation of each child will be subject to parents agreeing to meet the charges.

### **Tuition in the playing of a musical instrument**

A charge will be made for individual tuition in the playing of a musical instrument where that tuition is not part of the approved curriculum.

### **Coventry Remissions:**

LAC children in Coventry receive instrumental tuition free of charge.

### **Materials used in school**

The school will provide all materials and equipment (but not clothing) required for purposes of the curriculum. Essential protective clothing for example safety goggles will be provided by the school. In the case of DT, a charge may be made for, or parents may be required to supply ingredients and materials if parents wish their child to take the product home. The charge in such cases will be not more than the actual cost of the materials and will be declared in advance to parents.

A charge may be made, at the discretion of the Head, for any wilful damage to equipment or materials, or for any loss of such equipment or materials when these have been placed in a pupil's care.

### **Public Examinations**

A charge covering the cost of entry will be made where the governors agree to enter a pupil for a prescribed public examination for which he or she has not been prepared by the school, for example where a pupil has received private tuition for the examination as in re-sitting an exam for which no additional preparation has been given since the first examination.

A charge will be made covering the entry fee where a pupil with parental agreement is entered for a public examination other than one on the prescribed list.

A charge will be made; covering incidental costs associated with preparing a pupil for a non-prescribed examination of the preparation takes place outside school hours. This charge will include teaching staff costs where the teacher has been specifically engaged to supply this optional extra.

A charge will be made covering the examination entry fee if the pupil without good reason fails to complete the examination requirements for any public examination for which the Governing Body has paid or is liable to pay. Failure in this context, meaning not completing course work or not sitting a final examination(s). Good reason in this context will normally mean either a doctor's letter in support of health related problems or satisfactory parental and / or other written testimony in other cases.

A charge will be made covering the examination body's charge, where a parent asks for examination results to be scrutinised by the examination body.

### **Remission of charges**

Having regard to the provision of the Education Act 1988 and the policies of Warwickshire the Governors of Keresley Newland Primary Academy will remit charges in the following circumstances:

- Board and lodging on residential visits
- Other residential visits deemed to take place during school hours or provided as part of a prescribed public examination or in order to fulfil statutory requirements relating to the National Curriculum or religious Education.

- Charges will be wholly remitted by the Governing Body from the School Funds in respect of board and lodging charges for pupils whose parents are in receipt of benefits entitling children to free school meals under the terms of the Social Security Act 1986.

### **Optional Extras**

The Governing Body may at its discretion remit charges in respect of individual pupils or groups of pupils to enable them to take part in activities which are classed as “optional extras”. Such remission will be granted in whole or in part having regard to the recommendation of the Head and will be financed from the Keresley Newland Primary Academy School Budget.

#### Qualifying Benefits:

- Child Tax Benefit
- Income Support
- Income-Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- The Guarantee Element of State Pension Credit
- Asylum Seeker (Immigration & Asylum Act 1999, Part VI)
- Working Tax Credit is not a qualifying benefit and does not qualify for Free School Meals or additional remission