Westfield Nursery School Charging and Remissions Policy

Date policy last reviewed: May 2026

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Changes May 2026 (in red)
-Changed format in line with other policies
-Used 'The Key' model policy to update all sections

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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.

3. Relationship to other Policies

The policy should be read in conjunction with the school's equality policy, curriculum policy, visits policy and the curriculum teaching and learning policy.

4. 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 Body

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 chair of governors.

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 materials, books, instruments or other equipment)
- Education provided outside school hours 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 (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 provided in connection with an educational 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)
- Certain early years provision
- Community facilities

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 Early Years Foundation Stage Curriculum
- 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)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs)

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 parents/carers are unwilling or unable to pay the full charge. Parental agreement is necessary for the provision of an optional extra that is to be charged for.

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:

- Visits or visitors e.g. Farm visit

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. 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. Criteria for qualification for remission is Early Years Pupil Premium Funding.

10. Monitoring Arrangements

The Head teacher monitors charges and remissions and ensures these comply with this policy.
This policy will be reviewed every year by the governing body.