



Charging and Remissions Policy

School	Birch Wood Area Special School
Headteacher	Philip Leaney
Date approved by Governors	June 2025
Date of next review	June 2026

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25.06.25.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: morning - 9 am to 12 noon and afternoon - 1.15 pm to 3.30 pm at Grange Drive. At Birch Wood Vale the school day 8.50am -1pm and afternoon 2.00pm-3.20pm.

Definition

Charge: a fee payable for specifically defined activities.

Remission: cancellation of a charge which would normally be payable.

What was consulted?

The policy has been informed by A Guide to the Law for School Governors and based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 which set out the law on charging for school activities in maintained schools in England.

Relationship to other school policies

The policy compliments the school's equal opportunities policy and teaching and learning policy.

Roles and responsibilities of Executive Headteacher, other staff, Governors

The Executive Headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Secondary schools: There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- ☐ The examination is on the set list, but the pupil was not prepared for it at this school
- ☐ The examination is not on the set list but we arrange for the pupils to take it
- ☐ A pupil fails without good reason to complete the requirements of any examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation such as drama and art workshops to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Executive Headteacher to agree to their child being absent for that period. The school will take necessary steps to prevent this occurrence wherever possible to ensure every child was included in the activity.

Optional activities outside of the school day.

We will charge for optional, extra activities provided outside of the school day, for example sports coaching. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential Trips

Charges will be made for board and lodging, but pupils in receipt of certain benefits may be exempt for full or part of the costs.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Pupils in receipt of certain benefits may be exempt for full or part of the costs.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance and Staffing Committee will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

