Policy Reviewed: Autumn 2026

Next Review: Autumn 2027

SHEEN MOUNT PRIMARY SCHOOL

Charging and Remissions Policy

Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge

There will be no charge for the following activities:

- Any part of the admissions process
- Education provided during school hours. This includes the supply of any materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Chargeable activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not: (a) Part of the National Curriculum. (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school. (c) Part of religious education. This for example includes extra-curricular before- and after-school clubs run by the school.

- Extended day services offered to pupils (e.g. breakfast club, after school clubs, tea and supervised homework sessions).
- Board and lodgings and transport costs for residential visits
- Extra-curricular instrumental and vocal tuition, provided by external suppliers or school-employed staff outside of their contractual hours with the school, which has been requested by parents/guardians.
- Reports, made by school staff at the request of parents, which are not part of the general school reporting system but wholly supplementary and optional, written specifically to support the pupil's application to an independent school. This includes ad-hoc reports for sports or other scholarship applications.
- Attendance Certificates and Identity Authentication, made by school staff at the request of parents, which are not part of the general school reporting system but wholly supplementary and optional.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will 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 portion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will 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 ask for voluntary contributions for the benefit of the school or any school activities. The governing body or headteacher will make it clear to parents that there is no obligation to make any contribution. However, if the activity cannot be funded without voluntary contributions, the governing body or headteacher will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund a visit, or a school cannot fund it from some other source, then it must be cancelled. Sheen Mount will make this clear to parents

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Sheen Mount will make it clear to parents at the outset what its policy for allocating places on school visits is.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and non-compulsory. Sheen Mount will not send colour-coded letters to parents as a reminder to make payments and no direct debit or standing order mandates will be sent to parents when requesting contributions.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of Section 22(I) of the Children Act 1989).

Transport

Sheen Mount will not charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and

- Transport provided in connection with an educational visit. The school may however ask for voluntary contributions towards this cost.

Residential visits

Sheen Mount does not charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside of school hours if it is part of the national curriculum;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visits.

Sheen Mount will charge for

- Board and lodging and transport. The charge will not exceed the actual cost of the trip.

Children who qualify for the pupil premium grant will be exempt from paying the cost of board and lodging.

Education partly during school hours

(i) non-residential activities

Where an activity takes place partly during and partly outside school hours, a charge will only be made for the activity outside school hours if it is not part of the national curriculum.

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 school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school days end, but the activity does not end until late in the evening.

(ii) 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.

Example 1 – Pupils are away from noon on Wednesday to 9PM on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place in school hours.

Example 2 – Pupils are away from school from noon on Thursday until 9PM on Sunday. This counts as 9 half days including 3 school sessions, so the visit is deemed to have taken place outside of school hours.

Sheen Mount's Remissions Policy

Parents and guardians who wish to apply for school funding towards the cost of chargeable activities should complete a financial support request form obtainable from the school office. Requests will be considered on a case-by-case basis, and special consideration will be given to requests from parents of pupils on free school meals. Any remission arrangements will be made clear when parents are informed of charges for individual activities.