Birkett House School

Charging and Remissions Policy

STATUS: DUE FOR REVIEW / AWAITING APPROVAL / IMPLEMENTED (HIGHLIGHT AS APPROPRIATE)	
Reviewed date:	4th October 2026
Reviewer:	Mehwish Masood & Nat Burniston
Implementation date:	17th October 2026
Next review:	4th October 2027
Headteacher:	Tom Harrup
Date of review by Governors:	16th October 2026
Chair of Governors or Committee:	Tim Pearce

Birkett House School

Charging and Remissions Policy

To be Approved by: Governing Body of Birkett House School

Policy Responsible Person: Head teacher / School Business Manager / Governors

Aims

Birkett House 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 while minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Ensure that no pupil is excluded from an activity that is part of their education because of their parents'/carers' financial circumstances.

Legislation and guidance

This policy is based on:

The Education Act 1996, sections 449 to 462, which set out the law on charging for school activities in England.

Department for Education (DfE) guidance, Charging for School Activities.

The Charges for Music Tuition (England) Regulations 2007.

The **Children and Families Act 2014**, where provision is made under an Education, Health and Care **(EHC) plan**.

The local authority's published financial scheme for maintained schools in Leicestershire.

Definitions

Charge: a fee payable for specifically defined activities.

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

Optional extra: education provided outside of school time that is not part of the National Curriculum, a prescribed exam syllabus, or religious education.

Education during school hours: any education provided between the start and end of the school day, including the midday break. If an activity takes place partly during and partly outside school hours, it is deemed to take place during school hours if **50% or more** of the time (including travel during school hours) falls within school hours.

Roles and responsibilities

The governing body

The governing body has overall responsibility for approving this policy and monitoring its implementation. It may delegate approval to business manager/governing body or head teacher and monitoring to board of governors.

The head teacher

The head teacher is responsible for ensuring staff are familiar with this policy and that it is applied consistently.

Staff

Staff are responsible for:

Implementing this policy consistently. Checking with the SENCO or EHC plan coordinator before proposing any charge, to confirm whether the activity is part of a pupil's special education provision.

Notifying the head teacher of any specific circumstances they are unsure about. The school will provide staff with appropriate information and training on this policy.

Parents/carers

Parents/carers are expected to notify staff or the head teacher of any concerns or queries regarding this policy.

Where charges cannot be made

Birkett House School cannot charge for:

Education

> Admission applications.

> Education provided during school hours, including the supply of materials, books, instruments or other equipment.

> Education provided outside school hours if it is part of:

(a) the National Curriculum,

(b) a syllabus for a prescribed public examination the pupil is being prepared for at the school, or

(c) religious education.

(d) Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent/carer.

(e) Entry for a prescribed public examination if the pupil has been prepared for it at the school.

(f) Examination re-sits if the pupil is being prepared for them at the school.

Therapies and specialist provision

Any therapy or specialist provision (such as speech and language therapy, occupational therapy, physiotherapy, or sensory support) that is part of a pupil's education or is specified in their Education, Health and Care (EHC) plan.

Any additional support, equipment, or reasonable adjustments required to enable a pupil to access their education.

Personal care

Any personal care provided during school hours, including support with feeding, toileting, or medication, even where it requires additional staff.

Transport

> Transporting registered pupils to or from school where the local 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 prepared at the school.

>Transport provided in connection with an educational visit.

> Transport provided as part of a pupil's EHC plan special educational provision.

Residential visits

> Education provided on any visit during school hours.

> Education provided outside school hours if part of the National Curriculum, a prescribed exam syllabus, or religious education.

> Supply teachers covering staff absent from school while accompanying pupils on a residential visit.

> Education or provision that forms part of a pupil's EHC plan or special educational provision.

Swimming

> Curriculum swimming during school hours, including materials, equipment and transport.

> Swimming or hydrotherapy that forms part of a pupil's EHC plan or special educational provision.

Where charges can be made

Birkett House School can charge for:

Education

> Materials, books, instruments or equipment where the parent/carer wishes the child to own them. (like a communication device)

> Optional extras

> Music and vocal tuition, in limited circumstances (for example, when requested by a parent or where it is not part of the school curriculum)

> Certain early years provision.

> Community facilities

> Examination re-sits if the pupil fails, without good reason, to meet examination requirements.

Optional extras

Optional extras are activities outside school time that are 'not' part of:

> the National Curriculum,

> a prescribed exam syllabus the pupil is being prepared for at the school.

> religious education, or

> the pupil's EHC plan or special educational provision.

They include:

- Education outside school time that is not part of the above.

- Examination entry fees if the pupil has not been prepared at the school.

- Transport (other than statutory transport).

- Board and lodging on residential visits.

- Extended day services (e.g. breakfast club, after-school clubs, tea and supervised homework), where these are not part of the pupil's EHC plan.

When calculating optional extra charges, we may include:

- Materials, books, instruments or equipment.

- Building and accommodation costs.

- Non-teaching staff.

- Teaching staff engaged purely for the optional extra.

- Music/vocal tuition staff where the tuition is an optional extra.

Cost rules:

> Charges for individual pupils must not exceed the actual cost of the activity divided equally by the number of pupils participating.

> Charges must not subsidise pupils whose parents/carers will not or cannot pay.

> Charges must not include the cost of alternative provision for non-participants.

> Charges must not include supply cover for staff accompanying residential visits.

Parental agreement to participate and willingness to meet the charge is required before an optional extra is provided.

Commented [GU1]: What are the limited circumstances? Can we give an example?

Commented [GU2R1]: Is that what is stated under music tuition?

> Charges must not include any element of the pupil's special educational provision, EHC plan provision, or associated staffing costs.

Parental agreement to participate and willingness to meet the charge is required before an optional extra is provided.

Music tuition

We can charge for vocal or instrumental tuition provided individually or in groups, if requested by the parent/carer. Charges must not exceed the cost of provision, including staff costs.

We "cannot" charge if:

> The teaching is an essential part of the National Curriculum.

> The teaching is under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

> The pupil is looked after by a local authority including placed in foster care by the Local Authority.

> The teaching forms part of the pupil's EHC plan or special educational provision.

Residential visits

We can charge for board and lodging only, and the charge must not exceed the actual cost.

Where a residential visit forms part of the National Curriculum, we will not exclude a pupil because their parent/carer cannot or refuses to pay. We will consider whether costs can be covered from the budget or fundraising and seek agreement so the pupil can take part. In some cases, it may be necessary to cancel the visit.

Cooking and food technology

We may charge for ingredients/materials where parents/carers have indicated in advance that they want their child to bring home the finished product. We cannot charge for the education itself during school hours, or for any cooking or food technology activity that forms part of the pupil's EHC plan or special educational provisions.

Examinations

We may charge examination entry fees if:

> The examination is on the set list but the pupil was not prepared for it at the school.

> The examination is not on the set list but the school arranges for the pupil to take it.

> A pupil fails, without good reason, to complete the requirements of a public examination where the school originally paid or agreed to pay the entry fee.

Voluntary contributions

We may ask parents/carers for voluntary contributions for the benefit of the school or school activities, including:

- School trips.

- Sports activities.

There is **no obligation** to contribute, and **no child will be excluded** from an activity or visit if their parent/carer is unwilling or unable to pay. All pupils will have an equal chance to participate.

Our procedures for allocating places on school visits are set out clearly to parents/carers.

When requesting voluntary contributions, we will make clear at the outset:

- If the activity cannot be funded without voluntary contributions.

- That contributions are not compulsory.

- That children of parents/carers who do not contribute will not be treated differently.

- That the activity may be cancelled if insufficient contributions are received and no alternative funding is available.

We will not use pressure tactices, such as colour coded letters or direct debit/standing order mandates.

Community facilities and lettings

Birkett House School may make its facilities available for community use, including:

- Out-of-hours or holiday childcare.

- Swimming pool sessions

- School hall / sports hall / meeting rooms.

Community use must further a charitable purpose for the benefit of pupils, their families, or people who live or work in the local area.

We may charge for the use of these facilities and may generate a profit, provided the profit is spent on the purposes of the school and/or on community facilities.

We will comply with the local authority's published financial scheme for maintained schools, including rules on carrying profit between financial years.

Operational letting arrangements, charges, booking, insurance, safeguarding, deposits, and conditions of use are set out in the school's separate “Lettings Policy”.

Remissions

In some circumstances, the school may not charge for items or activities set out earlier . This will be at the discretion of the governing body and will depend on the activity in question.

Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal Credit (regardless of annual net income).

- Income-related Employment and Support Allowance (ESA).

- Support under Part VI of the Immigration and Asylum Act 1999.

- The guaranteed element of Pension Credit.

- any other circumstances in which the school will remit charges.

Children eligible for free school meals (FSM), including under the expanded criteria from September 2026, will also be eligible to have the cost of board and lodging remitted on residential visits. This includes parents/carers whose child is already known to the school to be currently eligible for FSM.

Parents/carers who have no recourse to public funds (NRPF) may be able to receive FSM for their child, subject to maximum income thresholds. Where this is the case, they will also be exempt from paying the cost of board and lodging for residential visits.

Where a pupil becomes newly eligible for FSM after their parent/carer has already paid for board and lodging on a residential visit, we will refund the amount paid, provided their child's entitlement is in effect before the visit takes place.

Wider remissions

Any wider discretionary remissions the school offers, e.g. financial hardship, Pupil Premium, other benefits.

Monitoring arrangements

The school business manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the board of governors every year.

At every review, the policy will be approved by the governing body of Birkett House School.