



IFIELD SCHOOL & KING'S FARM PRIMARY SCHOOL FEDERATION

CHARGING AND REMISSIONS POLICY

Date: Summer 2025

Review Date: Summer 2027

DATE	Amendments		Page
09/11/2021	Approved by FRM but cannot find where it was ratified therefore to be sent to be Ratified 06 July 2022.	RT	N/A
18/10/2022	Removed reference to activities during the school hours as the DfE's Guidance does not specify when these activities must take place. To be sent for ratification at FRM 10 November 22.	RT	6
18/10/2022	Change to King's Farm Primary School's day times.	RT	3
08/11/2022	Pupil premium – Breakfast club to be discussed, discussed at meeting wording confirmed and approved.	MAJ	6
08/11/2022	Sixth Form – After school clubs removed at this time.	MAJ	7
08/11/2022	Amended times for King's Farm Primary School after school clubs to reflect school times.	CJ	8
08/11/2022	Changed order of signatures to reflect approval process.	RT	11
03/01/2024	Reviewed policy – changed dates on front cover. Reviewed against Model Policy from the Key and document checklist (The Key).	RT	Front Page
03/01/2024	Updated links on the Legislation and Guidance.	RT	3
03/01/2024	Added Carers to Parents Section.	RT	4
03/01/2024	From Where charges cannot be made through to Voluntary Contributions (page 6) has been copied and pasted from the Key Model policy on Charging and Remissions to make sure it is in-line with the Statutory requirements.	RT	5
04/03/2024	Added all information on Residential visits under one title to make easier to read	RT	7
04/04/2025	Added section on debt recovery from parents	RT	11
04/04/2025	Added section to King's Farm Primary School regarding After School Clubs and Breakfast Club regarding 1:1 pupils.	RT	9 and 10

The Cedar Federation

Ifield School and King's Farm Primary School - Charging and Remissions Policy

Aims

The Cedar Federation aims to:

- Ensure there are robust, clear processes in place for charging and remissions.
- Clearly define the types of activity that can be chargeable and when charges will be made.
- Offer a wide range of activities and visits, whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Purpose

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

Ifield School

- Ifield School's day is defined as: 9.00am to 3.30pm.
- Ifield School's Breakfast Club is offered every day of the week, from 8.00am to 9.00am.
- Ifield School's After School Clubs are offered from 3:30pm to 5pm every week, Monday to Thursday.

King's Farm Primary School

- King's Farm Primary School's Day is defined as: 8.30am to 3.30pm.
- King's Farm Primary School's Breakfast club is offered from 7:30am to 8:30am.
- King's Farm Primary School After School Club is offered from 3:30pm to 5:30pm every week, Monday to Friday.

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.

It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#)

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would usually be payable.

Relevant School Policies:

This policy complements The Cedar Federation's Public Sector Equality Duty Policy and Lettings Policy and King's Farm Primary School's Quality of Education Policy.

Roles and Responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate to a committee, an individual Governor or the Headteachers.

The Governing Body has overall responsibility for monitoring the implementation of this policy. The Finance, Resources and Pay Committee has been delegated to approve this policy.

Headteachers

The Headteachers are responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying the relevant Headteacher of any specific circumstances if they require clarification regarding the policy.

Both schools will provide staff with appropriate training in relation to this policy to support the implementation.

Parents/Carers

Parents are expected to notify the relevant Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

Where charges cannot be made

Below this policy sets out what both schools **cannot** charge for:

Education

- Admission applications

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The curriculum offer
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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/carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

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 Body or LA has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

Offsite Educational Visits and Residentials

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of:
 - The curriculum offer
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious Education.
- Supply teachers, covering for staff who are absent from work, who are accompanying pupils during an offsite educational visit or a residential visit.

Where charges can be made

Below this policy sets out what the schools **can** charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see next section titled 'Optional Extras')
- Music and vocal tuition, in limited circumstances (see section title 'Music Tuition')
- Certain Early Years Provisions as outlined in [The Education \(Charges for Early Years Provision\) Regulations 2012](#)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

Optional Extras

- Either school can 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 curriculum offer
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious Education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or Governing Body has arranged for the pupil to be provided with education)
- Board and lodging for a pupil attending a residential visit.
- Extended day services offered to pupils (such as breakfast clubs, after school clubs and supervised homework sessions)

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)
- 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 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.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that will be chargeable.

Music Tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the school's curriculum offer.
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a Local Authority.

Residential Visits

Both schools can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

If the number of school sessions taken up by the visit 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 two sessions. A half day means any period of 12 hours ending with noon or midnight on any day.

Parents who can evidence they are in receipt of any of the following benefits will be exempt from paying the full cost of accommodation during residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Voluntary Contributions

Voluntary contributions may be sought for activities during the school day, which entail additional costs e.g. ingredients for food technology or materials for art and design lessons where the parents will own the finished article.

In these circumstances, no pupil will be prevented from participating because their parents cannot or will not contribute. Pupils of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without support from parents, this will be explained at the planning stage. An activity may be cancelled if there are not enough voluntary contributions collected.

From time to time, the schools may invite a non-school based organisation, such as visiting theatre companies to arrange an activity. Such organisations may often charge and consequently the schools may wish to request voluntary contributions from parents towards this cost.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. Any parent/carer experiencing financial hardship should be encouraged to speak to the Headteacher in order to establish if financial support is available to them in respect of requests for voluntary contributions.

Activities that The Cedar Federation charges for:

PE Enrichment at Ifield School

Parents at Ifield School are asked to provide a voluntary contribution of £30 per annum to contribute towards the cost of the PE Enrichment programme.

Swimming at King's Farm Primary School

King's Farm School organises swimming lessons for pupils in Year 6. These take place during school time. Parents are asked to make a voluntary contribution for these lessons used to contribute towards the cost of specialist tuition. Parents are informed when these lessons are to take place and written parental permission is required for pupils to take part in swimming lessons.

Ifield School's Breakfast Club (for Year R to Year 11 pupils)

8am - £3.50

8:30am – 0845 - £1.00

If parents/carers are experiencing difficulty paying the breakfast club charges, they are encouraged to speak to the Headteacher.

King's Farm Primary School Breakfast Club (for Year R to Year 6 pupils) is subsidised by Magic Breakfast and the school, therefore is offered free to all pupils from 8am, subject to eating from the subsidised menu. If pupils would like food and drink in addition to the subsidised menu there will be a charge. If pupils attend from 7:30am there is a charge of *£3.

*If a pupil requires additional support to attend Breakfast Club and/or an After School Club the school will ensure all reasonable steps are taken for the pupil to attend and carry out a Risk Assessment to support this process. If deemed necessary, the school will advertise for a staff member to assist. If there have been no applicants or no staff are willing to perform the role the child's place can be refused. If the school can enrol a member of staff and the child attends, that parent is responsible for covering the entire cost of the additional staff, for which they may be able to apply for childcare funding.

Optional Activities Outside of the School Day

The Cedar Federation may charge for optional extra activities provided outside of the school day, e.g. theatre visits where such activities are not part of the curriculum offer, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of Religious Education. Support for cases of hardship may come through voluntary contributions and fundraising.

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 therefore not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unable or unwilling to pay the full charge.

King's Farm Primary School After School Clubs

A daily After School Club is run from 3:25pm- 5:30pm Monday to Friday for pupils from Year R to Year 6. The charge for this is £2.00* until 4pm, £2.50 until 4:30pm and £5.00 until 5:30pm. In addition, other activities are run after school and a contribution towards these is requested where appropriate.

*If a pupil requires additional support to attend Breakfast Club and/or an After School Club the school will ensure all reasonable steps are taken for the pupil to attend and carry out a Risk Assessment to support this process. If deemed necessary, the school will advertise for a staff member to assist. If there have been no applicants or no staff are willing to perform the role the child's place can be refused. If the school can enrol a member of staff and the child attends, that parent is responsible for covering the entire cost of the additional staff, for which they may be able to apply for childcare funding.

Education Partly during the School Day

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

A charge can only be made for the activity outside school hours if it is not part of the curriculum offer, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of Religious Education.

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

Ifield School Minibuses

Only Ifield's School pupils, staff or parents may travel at a charge in the school minibus. Charges can only be levied if the school has a permit issued by the Local Authority under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation. The service should not make a profit for the school.

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 cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

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

Remissions

In some circumstances, the schools may not charge for items or activities set out in this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

Debt Recovery

Acceptable 'Credit Period'

In the case of a debt, the Headteacher will agree upon a 'credit period' within which the debtor can pay the outstanding sum before debt recovery procedures are exercised. This period of time may vary, at the discretion of the Headteacher, dependent on the nature and size of the debt. The school will work with the debtor to agree a payment plan if necessary.

Declaring Outstanding Debt Levels

The Headteacher and Director of Finance and Resources will review the level of any outstanding debts periodically to determine whether current debt levels are acceptable and whether current methods and procedures to recover debts are effective.

Any individual cases of debt that are deemed to require intervention will then be pursued by the procedure detailed in this policy.

Debt Recovery Procedures

Verbal and Written Overdue Payment Reminders

For school meals, parents/carers receive an automated reminder from the school's Management Information System (MIS) once their debt has reached the equivalent of one weeks dinner Money

Initial reminder –If debt remains outstanding after 30 days informal in-person/telephone/email correspondence notifying person of debt (date and time should be officially recorded). See Appendix 1.

First formal written reminder – an official, dated email/letter addressed to the debtor should be written up two weeks after the first informal reminder and should acknowledge that it took place.

Second formal written reminder – this should come two weeks after the second reminder, citing the details of both previous reminders and stating that concerted efforts have been made to make the person aware that an outstanding debt is overdue. This will be escalated to Governors who will seek legal advice.

Failure to Respond

If these reminders are not responded to, another letter will be sent to the debtor advising them that the case has been to the school's legal advisors and the School Governing Board. It is then for these parties to agree on a time-frame for a repayment or, if necessary, a payment plan for separate instalments.

Negotiation of Debt Repayment

It is expected that the debt should be repaid as soon as possible, particularly after repeated offence and reminders, however, this can be negotiated at the discretion of the Headteacher, particularly if the circumstances in section exceptional circumstances and remissions detailed in this policy apply.

If there is a case where the debtor is deemed to be refusing to pay without sufficient reason, the school may consider involving Local Authority legal services and the Small Claims Court to resolve the matter and recuperate owed funds.

Exceptional Circumstances and Remissions

The school will ensure that guardians of pupils are aware of the help the school can extend to those in financial difficulty. Guardians who may be eligible for remissions are those in receipt of any of the following benefits:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs)

- The guarantee element of State Pension Credit
- An income related employment and support allowance

In a case where there is, or it is suspected that there is, an overdue debt from a family who may qualify for remissions, details of the different types of bursary available should be sent to the debtor in question.

The Governing Body is not guaranteed to, but may decide to, waive or reduce the outstanding debt in these circumstances, taking into account the advice of the Headteacher.

Debt Recovery Costs

In addition to the remission allowances it may be advisable to waive or partially waive debts where it is deemed that it does not make financial sense to continue allocating time and resources to pursuing.

The Governing Body will review any case in which debt may be waived, and come to a final decision based on the value of costs versus value of the debt, taking into account the advice of the Headteacher.

Debts relating to School Meals

The procedures outlined above will be implemented.

At King's Farm Primary School : If there is an outstanding debt of more than £15, the school will ask parents to provide a packed lunch for the pupil. If the parents do not provide a packed lunch and cannot be contacted the school will provide a sandwich, yoghurt and a drink. The cost of which will be added to the cost to parents.

Arrangements for Monitoring and Evaluation

The Leadership Team will continually monitor the activities and costs and the Finance, Resources and Pay Committee will monitor the impact of this policy by receiving biennially a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

The Cedar Federation is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in the schools.

Single Equalities Scheme Impact Assessment

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the schools.

Date: Summer 2025

Review Date: Summer 2027

Signed by Headteacher of Ifield School:

Signed by Headteacher of King's Farm Primary School:

Signed by Chair of Finance, Resources and Pay Committee:

Signed by Chair of Governors:

Appendix 1 – Example letter

Date:

Gentle Reminder Letter

Child's Name:

Dear Parent/Guardian

According to our records, there are outstanding dinner monies for your child/children.

The arrears are for the week commencing

Please make the payment of £ tomorrow.

If you have any queries regarding the above, please contact the school office.
Yours sincerely

Headteacher

Appendix 2 – Example Letters

Date:

Accumulated School Meals Arrears

Child's Name:

Dear Parent/Guardian

Following our letter dated regarding outstanding dinner money, our records show that this has not been paid.

To date, the amount of arrears is £..... We now request that you contact the school immediately to discuss the situation.

Until the debt is cleared, you must provide a packed lunch for your child/children. In a case when payment is not received nor a packed lunch provided, we will phone to ask you to come to school with either the money or a packed lunch before lunch time.

These arrears need to be cleared as soon as possible. Payment can be made via

Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

If you have any queries and/or wish to discuss this matter, please contact the school office.

Yours sincerely
Headteacher

Appendix 3 – Example letters

Date:

Non-payment of school dinner money arrears

Child's Name:

Dear Parent/Guardian

Our records show that you have not cleared the school dinner money arrears for your child/children despite previous letters sent home on and

Arrears to date total £

Following the school policy on Charging and Remissions - debt recovery, a copy of which can be found on the King's Farm Primary School website. I must inform you that if payment is not received with 5 working days, the Governing Body will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a summons to Court.

Until the debt is cleared no meals will be provided in school and you need to provide a packed lunch for your child/children.

Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the school office.

Yours sincerely
Headteacher