



Lady Boswell's C.E. (Aided) Primary School

*Learning Together,
Christ at the centre
Learning for Life*

**CHARGING & REMISSION
POLICY (including financial
assistance)**

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Policy authorised by: Finance & Resources
Committee

Signature:

Lady Boswell's C.E. (Aided) Primary School, Sevenoaks

CHARGING AND REMISSIONS POLICY

We value every member of our community as a unique child of God and seek to demonstrate His love through our words and actions. We enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

As a result, our children will:

Develop a positive sense of self and well-being; confident to make the right choices and keep themselves safe in an ever-changing society

Strive for academic excellence, developing a thirst for knowledge and a love of learning

Become effective communicators, collaborators and leaders

Be resilient, resourceful and courageous

Be curious, creative individuals and confident problem solvers

Grow in spiritual awareness and develop a strong moral compass and a deepening understanding of the Christian faith in a multi-faith British society

Become responsible and tolerant global citizens who value diversity, forgive readily, and have concern for the needs of each other, the school, the wider community, and the planet.

Contents

1. Aims
2. Legislation and guidance
3. Definitions
4. Roles and Responsibilities
5. Where charges cannot be made
 - 5.1 Education
 - 5.2 Transport
 - 5.3 Residential visits
6. Where charges can be made
 - 6.1 Education
 - 6.2 Optional Extras
 - 6.3 Music Tuition
7. Voluntary contributions

8. Activities we charge for
 9. Remissions
 10. Monitoring arrangements
 11. Financial Assistance
 - Claiming free school meals
 - Procedure for claiming assistance
 - Types of financial assistance available
-

1.Aims

Lady Boswell's CE (Voluntary Aided) Primary 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.
- It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3.Definitions

Charge: a fee payable for specifically defined activities

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

4.Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Co-Headteachers.

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 Co-Headteachers

Co-Headteachers

The Co-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 Co-Headteacher of any specific circumstances which 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.

Parents

Parents are expected to notify staff or the Co-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 the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - 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
 - 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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit (a voluntary contribution can be requested)

5.3 Residential visits

- Education provided on any visit that takes place during school hours (a voluntary contribution can be requested)
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential 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 wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- 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

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 National Curriculum
- 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 local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea 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 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 which is to be charged for.

6.3 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.

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 National Curriculum
- 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

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 to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include enhanced swimming, school trips, costumes for productions and enrichment workshops.

We also ask for a voluntary contribution each year towards our school fund, which enables us to bring the curriculum to life, by enhancing children's learning with better resources and richer educational experiences.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents 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. Activities we charge for

The school will charge for the following activities:

- Breakfast Club and After School Club

9. 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.

Remissions for residential visits

Parents 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:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Co-Headteachers, with the agreement of the Chair of the Governing Body Finance Committee may approve the remission of charges in other circumstances involving hardship

10. Monitoring arrangements

The office and finance staff monitor charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by The Business Manager every year.

At every review, the policy will be approved by the Finance and Resources Committee.

11. Financial Assistance

The school will always seek to achieve the best value for money for all chargeable activities and will aim to keep costs as low as possible.

Financial assistance can be provided at the discretion of the Co-Head teachers/Governing Body. For pupils that are not in receipt of pupil premium, this will normally be limited to 50% of the cost.

Other than defined schemes, such as free school meals, general assistance is only likely to be offered in exceptional circumstances.

The Governing Body, where possible and where there is a real need, will assist low income families and those on benefits in purchasing school uniform and PE kit, contributing towards the cost of trips and residential trips, and contributing to the cost of wraparound care at the Orchard Breakfast and After School Club.

Parents or carers, should always try to retain some responsibility towards the cost for which the financial assistance is sought. The school accepts that financial circumstances can change and therefore does not apply a blanket policy for those eligible for free school meals.

The Governing Body reserves the right to set the criteria at whatever level it sees fit for any particular trip/visit/activity.

The School reserves the right to change any financial assistance offered as it sees fit, having given parents advance written notice.

The School reserves the right to reclaim any benefits that are overpaid as a result of any financial misinformation received.

11.1 Claiming Free School Meals

Applications for free school meals should be made online at <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

Parents/carers will be expected to notify the School immediately if they are no longer eligible for free meals.

The School reserves the right to request a refund where any services have been given based on inaccurate or fraudulent information.

11.2 Procedure for Claiming Assistance

Requests for financial assistance should be made in writing to the Co-Headteachers, making sure to include the following information:

- The name of the child/children
- The name of the trip/visit/activity
- Reason for the request
- Proof of eligibility for benefits
- The nature of the financial assistance required

All requests for financial assistance will be treated in confidence.

The Co-Headteacher will contact parents with the outcome within 10 working days of receipt of their request. A form is available under Appendix A to assist, if required.

11.3 Types of financial assistance available

- Signposting to <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>
- Payment plans offering parents interest free options to spread the cost
- Extended payment plans, spreading the cost over an extended period to reduce the monthly amount
- Application to the Lady Margaret Boswell's Charitable Trust on behalf of the family
- Application to access the designated fund within the Lady Boswell's CE Primary School Charitable Trust
- Signposting to local organisations that provide bursary and educational financial support, including Church organisations
- Approach the educational providers to evaluate their assistance programmes
- Subsidy of cost from school budget

Appendix A – Financial Assistance request form

Please complete, and hand in to school finance office, or email to finance@ladyboswells.kent.sch.uk

Name of child	
Name of trip/visit/activity	
Cost of trip	
Reason for Request	
Are you eligible for pupil premium	Y/N
Amount of request (if not eligible for pupil premium, requests will normally be limited to 50%)	
Nature of financial request – select appropriate from list	<ul style="list-style-type: none"> • Signposting to https://www.kent.gov.uk/education-and-children/schools/free-school-meals • Payment plans offering parents interest free options to spread the cost • Extended payment plans, spreading the cost over an extended period to reduce the monthly amount • Application to the Lady Margaret Boswell’s Charitable Trust on behalf of the family • Application to access the designated fund within the Lady Boswell’s CE Primary School Charitable Trust • Signposting to local organisations that provide bursary and educational financial support, including Church organisations • Approach the educational providers to evaluate their assistance programmes • Subsidy of cost from school budget

Approved :

Signed	
Date	
Method of support approved	