

DRAYTON PARK SCHOOL

CHARGING AND REMISSIONS POLICY

Policy approved: May 2024

Next review date: May 2025



This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Drayton Park is a fully inclusive school and our intention is to ensure that every child is able to participate in school activities. No child will be excluded from school activities for financial reasons. School activities will be charged at a reduced rate to anyone eligible for a remission. Eligibility criteria are laid out in Section 10 of this policy.

Any parent or carer who would find it difficult to pay for any school activity and who would like financial assistance is encouraged to write or speak to the Headteacher in confidence. The school is always open to the possibility of payment by installments, to provide more flexibility for all parents.

	Activity	Legal Requirements and Other Considerations	Can GB decide?	Details
1	Admissions	No charge may be made for admission for a maintained school	No	
2	School meals	No charge can be made for school meals for pupils who qualify for statutory remissions, as defined in section 10a of this guidance.	No	
		A charge may, but does not have to, be made for pupils not entitled to free school meals.	Yes	Usually pupils not entitled to free school meals will be charged an amount determined by the local authority, contractor or governing body of the school, as appropriate. However, in Islington, all pupils have access to free school meals.
3	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do	No charge can be made for activities provided during school hours (with the exception of music tuition – see Section 7 of this guidance).	No	

	not include the break in the middle of the school day)	No charge can be made for transport during school hours e.g. to swimming (a voluntary contribution may be sought for this and other activities exempt from charges – see section 11).	No	
		A charge can be made to cover the cost of ingredients or materials where parents/guardians have indicated in advance that they wish to own the finished product.	Yes	A voluntary contribution to cover costs of materials/ingredients may be requested.
4	Activities for pupils that take place outside school hours (non-residential)	No charge can be made for an activity that takes place outside school hours when it is: a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education.	No	

		Schools may choose to charge for other activities that take place outside school hours. Where a charge is made, the total collected must not exceed the cost of providing the activity, and no parent may be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating. Costs that may legally be recovered are: a) teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours.	Yes	The current fees for Breakfast Club and after school Playcentre are available on our website, including the rates for statutory remissions. Activity clubs available to pupils before or after school or during lunchtimes are charged at a termly rate, depending on the cost to the school of running the club.
5	Activities that take place partly during school hours either on or off site (non-residential)	If the majority of time spent on a non-residential activity is within school hours, then the activity must be treated as if it is fully within school hours, and no charge can be made (even if there is travel time that takes place mostly outside school hours).	No	
		If the majority of the time spent on a non-residential activity is outside school hours, then the activity is classified as happening outside school hours, and the same criteria to charging should be applied that are set out in section 4.	Yes	
6	Residential Visits: Board and Lodging	Charges may be made to cover the full unit cost of board and lodging per pupil on a residential, whether it is classified as taking place within or outside school hours, except for pupils who are legally entitled to remission.	Yes	Each pupil, other than those entitled to remissions, will be charged an amount up to the actual cost of their board and lodging. The actual amounts to be decided by the Headteacher.

		No charge for board and lodgings may be made in respect of pupils who are legally entitled to remission (see Section 10).	No	For any pupil entitled to remissions, a voluntary contribution of all or some of the actual cost of their board and lodging will be requested. Parents can request remissions in confidence by contacting the Headteacher. It should be noted that if the school cannot recoup enough money to cover the cost of a residential trip, the trip may be cancelled and parents reimbursed.
	Residential Visits: Travel	If the residential is classified as being within school hours, no charge may legally be made for travel costs (a voluntary contribution may be sought for this and other activities exempt from charges – see section 11).	No	
		If the residential is classified in law as being outside school hours, a charge may be made to cover the unit cost per pupil.	Yes	Pupils may be charged for travel to cover up to the unit cost per pupil.
7	Music tuition within school hours	No charge may be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).	No	

		Charges may be made for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. No charge can be made for instrumental and vocal tuition, or for instrument hire, music books etc, for Children Looked After by the Local Authority.	Yes	Charges for instrument lessons are set by the tutors and the school adds no extra charge. Current rates are available by enquiring at the school office. Bursaries to cover the cost of instrument lessons are available to pupils entitled to remissions. Parents interested in accessing a bursary for instrument lessons should contact the school office. The school will cover the cost of instrument lessons, if requested by carers, for Children Looked After by the Local Authority.
8	Damage to property and breakages	Schools may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property.	Yes	Headteacher will decide on a case by case basis whether to seek to recover costs, taking advice from those involved.
		Schools may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged.	Yes	As above.

9	Voluntary contributions	Schools may invite parents to make a voluntary contribution towards activities that are exempt from charging. Where schools do ask for voluntary contributions, they must ensure and make it clear that pupils of parents who choose not to contribute will not be treated differently from those who do. No pupil should be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this must be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received must be returned to parents.	Yes	A voluntary contribution for class trips and events will be asked of parents to cover the cost of those trips. Parents who cannot afford to make a voluntary contribution to a class trip or event are encouraged to discuss the issue confidentially with the Headteacher. Partial payment or payment in installments can be arranged. No child will be excluded from a trip or event if their parents do not contribute to it.
10	Remissions	Pupils whose parents receive one of the support payments below are legally entitled to remissions, where specified in this document: • 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	No	Anyone who would find it difficult to pay for an activity and who would like financial assistance is encouraged to speak or write to the Headteacher in confidence.

		after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)		
		Schools may also choose to subsidise, in full or part, charges for certain activities and pupils e.g. for siblings.	Yes	The Headteacher will decide those activities to which concessionary rates should apply, and for which pupils.