

# The British School

Working together for our children's future



## The British School Charging and Remissions Policy

Approved by:	Full Governors	Date:	Jan 2026
Last reviewed on:	January 2025		
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### Statement

The Education Reform Act 1998 establishes that education for registered pupils should be free of charge if it:

- takes place in school hours;
- is outside school hours but is required as part of the National Curriculum or is part of the statutory religious education.

The only exceptions are:

- A charge can be made for tuition provided individually or to a group of no more than four pupils (but not vocal tuition), even if within school hours (except where it is part of the syllabus of a prescribed public examination or part of the National Curriculum, when it must be provided free.
- The school may charge for materials used in school where the parent indicates in advance that s/he or the pupil wishes to own the finished article which incorporated those materials.
- A charge may be made for board and lodgings on a residential trip, provided the charge does not exceed the cost to the school of the board and lodging in question.
- A charge may be made for education provided out of school hours as an optional extra. There should be prior arrangement by the parent to the pupil's participation and to payment of the charge. The charge in respect of any individual pupil may not exceed the actual cost of providing the activity in question (which may include an element for travel, board and lodging, materials, books, instruments and other equipment, insurance costs, entry fees, etc.) divided equally by the number of pupils participating in the activity.

- e) The charge for a pupil may not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge.

If parents are experiencing financial difficulties they are invited to write in confidence to the head teacher. The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance"

### **Voluntary Contributions**

Voluntary contributions can be requested for any of the school's activities. There is no obligation to make a contribution, and no pupil will be treated differently if no contribution is forthcoming. Parents will, however, be reminded that the failure to raise sufficient contributions to cover the cost of the activity may cause the activity to be cancelled. Any contribution requested will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not 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. The school will not put any undue pressure on parents to make payment of voluntary contributions, and will not send letters chasing parents for payment of voluntary contributions.

### **Optional Extras**

Education outside school hours which does not fall into any of the "no charge" categories may be charged for. Parents must agree to their child participating and be willing to meet any charge. Any charge made cannot exceed the cost of provision for each pupil. It can include the cost of transport, board and lodging, materials and equipment, and non-teaching staff costs, together with the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity. Teachers attached to the school have a contract of employment and no charge can be made to cover their costs, nor costs relating to supply cover incurred as a result of providing the activity.

### **Residential Visits**

A remission of board and lodgings charges for pupils whose parents receive Universal Credit may be available on request from parents if their children take part in a residential visit

deemed to be in school hours and deemed to be necessary as part of a National Curriculum programme of study.

Residential visits are those requiring pupils to spend one or more nights away from home. The cost of board and lodging on a residential visit can be charged to parents of participating pupils, but must not exceed the actual cost to the pupil. Upon request parents/ carers of children in receipt of Pupil Premium or free school meals may receive a subsidy for these costs. The Governing Body may provide these free if they so wish. A charge may be made if the visit takes place outside the normal school hours (for example, at weekends or in recognised school holidays).

### **Music Tuition**

The Governing Body will charge the actual cost of tuition as supplied by an external provider, to be calculated and charged in advance of the commencement of the tuition each term.

Exceptions to this are:

- a) That a subsidy may be put in place by the Governing Body
- b) That full remission of charges takes place for pupils whose parents receive Universal Credit (income based only, not contributions based).

### **Subsidies**

A cost centre will be established each year containing funds which will contribute towards the funding of outside visits through the provision of travel subsidies. In essence, the school will provide at least partial if not full subsidy for the cost of transport to and from an outside activity, subject to the limits set for the funds within the school cost centre, in cases where the activity is deemed to be part of the National Curriculum programme of study.

### **Remission**

The Finance Committee of the Governing Body will consider each year the question of whether further categories of remission will be set in place within this policy. In doing so, they will take account of the level of subsidy provided by the Parent Teacher Association of the school, along with the availability of funding from the School Budget cost centres which relate to activities which may incur charges.