



Charging and Remissions Policy

Ratified: February 2026
Chair of Governors: Marie Linnane
Review: February 2027

1. Aims

At Cuffley School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

We aim 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 be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

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 body

The governing body has overall responsibility for approving the Charging and Remissions Policy but can delegate this to the Finance and Premises Committee or the Headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

The Headteacher

The headteacher is responsible for ensuring staff are familiar with the Charging and Remissions policy and that it is applied consistently.

Staff

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents

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

5. Where charges cannot be made

In accordance with the guidelines Cuffley School will not charge for:

- Exercise books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time. When organising school trips or activities which enrich the curriculum and educational experience of the children, all parents/guardians will be invited to contribute to the cost of the trip/activity; all contributions are voluntary. However, it may be necessary to cancel the trip if insufficient contributions are received to cover the cost of the trip/activity.
- School meals for pupils registered for Free School Meals.
- Admission applications.
- Instrumental or vocal tuition for pupils learning in groups as part of the National Curriculum, unless the tuition is provided at the request of the pupil's parent.
- Sports Coaching: All children have Physical Education (P.E.), fitness and games lessons e.g. football, netball, as part of the school curriculum. We also run extra-curricular coaching sessions. These may be run by staff or external providers. A small charge may be made to cover costs for clubs run by staff. Parents contract with external providers separately.

6. Where charges can be made

Below we set out what Cuffley School can charge for:

- Education, e.g. curriculum-related visits/visitors
- Any material, books, instruments or equipment, where the child's parent wishes him or her to own them
- Community facilities (*please see separate Lettings Policy*)
- Extended day services offered to pupils (for example Breakfast and After-school clubs).
- Clubs offered beyond the school day.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
- Travel, board and lodging and related costs for a pupil on a residential visit

- Damaged or lost school property
- A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge would be the cost of replacement or repair, or such lower cost as the Headteacher may decide. In certain circumstances such matters to be referred to the Finance & Premises Committee.
- Materials and Equipment: We may request voluntary contributions towards the cost of materials used in art, design and technology (D.T.) and other curriculum activities.

7. School Meals

School meals are managed directly by the school and the charges for meals are therefore determined by the Governing Body. The charges are designed to completely cover the cost of the provision of school meals, including all catering supplies, catering staff salaries, supply and maintenance of catering equipment and utility charges.

School meal charges are reviewed annually by the Finance & Premises Committee; however, this may be delegated to the headteacher, and changes implemented at the beginning of a term or the new academic year.

School meals are provided free of charge in the case of:

- Universal Infant Free School meals (offered to pupils from Reception to Year 2 for those children wishing to opt in.
- Children whose parents/guardians can provide suitable evidence of having successfully applied to the Local Authority for the provision of free school meals.

The school invoices parents in advance on a half termly basis and collects monies electronically through Arbor. Changes to meal plans require a half term's notice from parents.

Dinner money balances accrue daily with each meal taken, but an initial invoice with an anticipated half term's charge is calculated and provided to parents at the start of each half term.

The school office is responsible for the collection of all school meal monies. The following procedures have been designed to ensure that no debt will arise from the non-payment of school meals exceeding an amount equivalent to the meal charge for **four weeks:**

(i) **Initial Invoice**

Invoices for school meals are issued to parents/carers on a half-termly basis at the beginning of each half-term. Payment is requested by instalments or in full for the half term. **The balance must be settled in full by the last day of the half term for the child to be enrolled for school dinners the following half term.**

The date by which payment in full is required will be stated clearly on the invoice. Parents may pay in advance, in full for the half term, by a weekly minimum (£ meal per day x 5) or any other chosen instalment in excess of a week's meal charge.

(ii) **Reminders & Termination of School Meal Service to Pupils**

Weekly monitoring and reconciliation will take place and reminders to pay will be e-mailed if accounts have not been settled.

If no payment has been made by the third week, the parent will be called and reminded to pay so their child may continue to receive dinners. If still no payment is received by the 4th week, the parent will be requested to move their child on to packed lunch.

8. Other Charges

The Headteacher, Finance & Premises Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report or information requested under the Data Protection and Freedom of Information Acts.

9. Remissions

(i) In some circumstances the school may not charge for items or activities set out above in this policy. This will be at the discretion of the governing body and/or Headteacher and will depend on the activity in question.

(ii) Remissions for certain activities /trips:

Parents who can prove they are in receipt of the following benefits may qualify for help with the costs:

- 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)

10. Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with the policy.

This policy will be reviewed regularly by the Finance and Premise Committee.