River Bank
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Charging and Remissions Policy

River Bank Primary School

November 2026

River Bank Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and has established the following policy and procedures to ensure that no child is discriminated against by offering our school visits, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions

This policy will be reviewed annually, in the autumn term and submitted to the December Board of Trustees' meeting for ratification.

Legal Framework

This policy will have consideration for and be compliant with the following legislation and statutory guidance:

Education Act 1996
The Charges for Music Tuition (England) Regulations 2007
The Education (Prescribed Public Examinations) (England) Regulations 2010
DfE (2018) 'Charging for School Activities'
DfE (2025) 'Academy Trust Governance Handbook'
'Our Funding Agreement' from the DFE

Charging for Education

We will not charge parents for:

- Admission applications
- Education provided during school hours
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sits, if the pupil is being prepared for re-sits at the school

We will charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- Our paid before after school care facility

Optional Extras

We may charge parents for optional extras that cover education provided outside of school time that is not:

- Part of the national curriculum
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school
- Religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupils to be provided with education
- Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate portion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

Examination Fees

We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school
- The examination is not on the prescribed list, but the school arranged for the pupil to take it
- A pupil fails, without good reason, to complete the requirements of any public examination, where the Board of Trustees or LA originally paid or agreed to pay the fee

Voluntary Contributions

We will ask for voluntary contributions toward the benefit of the school or school activities (e.g. trips). If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

If a parent has paid for a visit the school are under no obligation to offer a refund if the child does not attend the visit.

Music Tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allows for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport
- Transporting registered pupils to other premises where the Board of Trustees or LA has arranged for pupils to be educated

- Transporting pupils to meet an examination requirement where they have been prepared for the examination at the school

Residential Visits

We will not charge for:

- 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 national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for teachers accompanying pupils on visits

We will charge for board and lodging – but the charge will not exceed the actual cost

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit – from 1 April 2018 provided you have an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 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 – (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)

Education Partly During School Hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours) it is deemed to take place during school hours and no charge will be made

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed examination that the pupil is being prepared for at the school, or part of religious education.

Extended School Paid Care Club

Breakfast club is provided free of charge for any pupil eligible for **targeted** free school meals and for children of staff. There is a £1 charge for others.

After School club is charged at the following amounts:

£4 from 3.30pm – 4.45pm for the first child

£3 from 3.30pm – 4.45pm for second and subsequent children

Bookings and payment must be made in advance of the date(s) requested.

Late Collection

If a child is not collected within 10 minutes of their finish time, parents will be charged in line with our extended school paid care club charges.

School to school support

River Bank Primary School will occasionally be asked to offer support to other schools. We have lots of expertise in our staff body and, where appropriate, will be able to provide school to school support. This would be agreed based on an initial meeting (not charged) between the school and the member of staff who would be best suited to support them. If it is agreed that River Bank staff feel that they can support; the following charges will be agreed:

Full Day Rate
Headteacher support - £550
Deputy head/assistant head support - £400
Teacher/aspirant leader support - £300
Other staff – at their daily rate, as agreed by all parties.

Half Day Rate (3 hours)
Headteacher support - £275
Deputy head/assistant head support - £225
Teacher/aspirant leader support - £175
Other staff – at their daily rate, as agreed by all parties.

Once an initial visit (not charged) has been made the school that have requested the support will send River Bank a purchase order. River Bank will then raise invoices on a monthly basis with a 30-day terms of payment.

Remissions

Children for whom we receive pupil premium money may request assistance with the cost of activities. All pupil premium children will have the cost of educational visits paid for them. In the case of residential visits parents should contact the school to request assistance.

Signed: 

Adopted: November 2026

Review Date: November 2027