



**SHAP ENDOWED CHURCH OF ENGLAND  
PRIMARY SCHOOL**

**Charging and Remissions Policy  
2026 - 2028**

<b>Approved by</b>	
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## Introduction

Shap Endowed CE Primary School (hereinafter referred to as “the school” or “we”) in line with our school vision:



recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences, can make to pupils’ education. We aim to promote and provide such activities both as part of a broad and balanced curriculum and as optional enrichment opportunities.

The school is committed to ensuring that all pupils have an equal opportunity to benefit from these activities, both on and off site and within and outside of the curriculum, regardless of their family’s financial circumstances. To ensure transparency and fairness, this Charging and Remissions Policy sets out when charges may be made, when voluntary contributions may be requested, and when remissions will apply. The policy is based on current legislation and statutory Department for Education guidance.

The purpose of this Policy is to ensure that all pupils have full and free access to a broad and balanced curriculum during the school day. For the purposes of this Policy, the school day is defined as Monday to Friday, 8:45 a.m. to 3:15 p.m., excluding the lunchtime period (12:00 p.m. to 1:00 p.m.). A school session is defined as half a day, either a morning session or an afternoon session.

The school recognises its responsibility to ensure that the provision of activities and educational visits does not place an unreasonable burden on family finances. Where possible, the school will:

- allow payment by instalments;
- offer flexibility with payment deadlines where short-notice opportunities arise; and
- ensure fair access to activities by avoiding a ‘first pay, first served’ approach, which can disadvantage families on lower incomes.

## Definitions

For the purposes of this Policy:

- *Parents* refers to any person with parental responsibility for a child.
- A *charge* is an amount payable by parents where legislation permits charging, for example the cost of board and lodging on a residential visit where statutory remission does not apply.

- A *voluntary contribution* is a contribution requested by the school to support the cost of an activity where charging is not permitted. There is no obligation to make a voluntary contribution; however, activities may be cancelled if insufficient contributions are received.
- *Remission* refers to the cancellation or reduction of a charge. Statutory remissions will be applied in full. Governors may also, at their discretion and subject to available funds, agree to additional remissions.

This Policy does not apply to charges set by third-party organisations providing services on the school premises, such as wraparound childcare or community groups hiring school facilities. Charges for community use of school facilities are managed separately.

## **Roles and Responsibilities**

### **The Governing Body**

The Governing Body is responsible for:

- approving the Charging and Remissions Policy;
- ensuring the policy complies with current legislation and statutory guidance;
- monitoring the implementation of the policy to ensure it is applied fairly and consistently;
- ensuring that appropriate provision is made for statutory and discretionary remissions.

### **The Headteacher**

The Headteacher is responsible for:

- implementing the Charging and Remissions Policy on a day-to-day basis;
- ensuring that staff are aware of and understand the policy;
- ensuring that parents and carers are provided with clear information about any charges, voluntary contributions and remissions;
- authorising individual charges and remissions in line with this policy;
- reporting to the Governing Body, as appropriate, on the operation of the policy.

### **Staff**

Staff are responsible for:

- applying the Charging and Remissions Policy consistently;
- ensuring that parents and carers are informed in advance of any chargeable activities or requests for voluntary contributions;
- raising any uncertainties or exceptional circumstances with the Headteacher.

### **Parents and Carers**

Parents and carers are responsible for:

- paying charges for activities where charges are permitted and have been agreed in advance;
- making voluntary contributions where they are able to do so;
- informing the school, in confidence, of any circumstances which may affect their ability to meet charges or where they may be eligible for remission.

## **Admissions**

No charge will be made for any aspect of the admissions process to this school.

## ***Activities wholly during the school day***

No charge will be made for *education* provided during normal school hours.

For the purposes of this Policy, *education* includes:

- all activities related to the National Curriculum and religious education; and
- the materials, equipment and transport required to provide those activities.

Music tuition which is not part of the school curriculum is addressed separately in **Section 8**.

The definition of *education* is not limited to classroom-based learning or subject-specific experiences (for example, geography or science fieldwork). It also includes activities designed to meet wider National Curriculum requirements, including those relating to inclusion and equality.

A charge may be made for the cost of ingredients or materials where parents have confirmed in advance that they wish their child to own the finished product.

Where charges are not permitted, parents may be invited to make a voluntary contribution towards the cost of activities. There is no obligation to make a voluntary contribution, and no pupil will be excluded from an activity if their parents are unwilling or unable to contribute. However, the Governing Body reserves the right to cancel an activity if insufficient voluntary contributions are received to make it viable.

From time to time, the school may invite external organisations to deliver activities during the school day. Where such organisations wish to charge parents directly, parents are entitled to decline the charge and request that the Headteacher agree alternative educational provision for their child during that period. In many cases, however, parents will instead be asked for a voluntary contribution towards the cost of the activity.

## ***Activities wholly outside the school day***

No charge will be made for education provided outside normal school hours if the activity:

- forms part of the National Curriculum; or
- forms part of religious education.

Where charges are not permitted, parents may be invited to make voluntary contributions towards the cost of these activities. There is no obligation to contribute, and no pupil will be excluded on the basis of a parent's inability or unwillingness to pay. The Governing Body reserves the right, however, to cancel an activity if insufficient voluntary contributions are received.

Activities which are wholly outside school hours and are **not** required as part of the National Curriculum or religious education are classified as *Optional Extras* and are chargeable. Further information about Optional Extras is set out in **Section 7**.

Lunchtime activities, after-school clubs and other extra-curricular clubs take place wholly outside school hours and do not fall within the definition of *education* for the purposes of this Policy. Charges may therefore be made in accordance with the Optional Extras provisions set out in **Section 7**.

## ***Non-residential activities that take place partly during and partly outside the school day***

Where the majority of the time spent on a non-residential activity takes place **within normal school hours**, the charging regime will be applied as if the activity takes place wholly during the school day. For the purposes of this Policy, *the majority* is defined as **50% or more** of the time spent on the activity.

Where the majority of the time spent on a non-residential activity takes place **outside normal school hours**, the charging regime will be applied as if the activity takes place wholly outside the school day. In these circumstances, the activity will be classified as an *Optional Extra* and may be chargeable, unless it forms part of the National Curriculum or religious education. In this case, *the majority* is defined as **more than 50%** of the time spent on the activity.

When determining the time spent on an activity, **travel time will be included only where it occurs during school hours**, as defined in the Introduction.

## ***Residential activities***

A residential visit may be wholly chargeable where it is classified as an *Optional Extra*. Further information about charging for *Optional Extras* is set out in **Section 7**.

Where a residential visit is **not** an *Optional Extra*, charges may be made to parents for the **cost of board and lodging only**, except where pupils are entitled to statutory remission. Parents whose children are in receipt of prescribed benefits are exempt from paying board and lodging costs. Details of qualifying benefits can be found at:

<https://www.gov.uk/apply-free-school-meals>

Parents will be informed of any charges at the point when payment is requested and are encouraged to discuss their individual circumstances in confidence with the Headteacher.

To cover other costs associated with a residential visit, such as activity tuition or transport, for which charges cannot be made, parents may be asked to make a **voluntary contribution**. No child will be denied the opportunity to attend a residential visit (where it is not an *Optional Extra*) because their parents are unable or unwilling to make a voluntary contribution. However, if insufficient voluntary contributions are received to make the visit viable, the Governing Body reserves the right to cancel the visit.

Charges may be made for **all costs** associated with a residential visit only where the visit is deemed to be an *Optional Extra*. This will apply where the number of normal school sessions missed by pupils totals **less than half** of the number of half-day periods taken up by the visit. For the purposes of this calculation, the Department for Education defines a half-day session as a period of **12 hours ending at noon or midnight**. In such cases, parents will be informed how the charges have been calculated.

### **Example 1**

Pupils are away from noon on Wednesday until 9:00 p.m. on Sunday. This period includes **9 half-days**, of which **5 are school sessions**. The visit is therefore deemed to have taken place **during school hours**.

### **Example 2**

Pupils are away from school from noon on Thursday until 9:00 p.m. on Sunday. This period includes **7 half-days**, of which **3 are school sessions**. The visit is therefore deemed to have taken place **outside school hours**.

## Optional Extras

The Governing Body reserves the right to charge parents for activities that are classified as *Optional Extras*. These are activities that take place wholly or mainly outside school hours and do not form part of the National Curriculum or religious education. An example of an Optional Extra would be an evening visit to the theatre.

Payment must be made in advance in order for a pupil to participate in an Optional Extra.

Lunchtime activities, after-school clubs and other extra-curricular clubs take place outside normal school hours and may therefore be chargeable. Charges will be made only to cover the cost of providing these activities. Families on a low income who are unable to meet these charges are encouraged to speak to the Headteacher in complete confidence to discuss possible support or remission.

When calculating the cost of Optional Extras, the following may be included:

- the cost of any materials, books, instruments or equipment provided in connection with the Optional Extra;
- the cost of non-teaching staff;
- the cost of teaching staff engaged under contracts for services purely to provide the Optional Extra, including supply teachers engaged specifically for this purpose; and
- the cost, or an appropriate proportion of the costs, of teaching staff employed to provide musical instrument or vocal tuition where this tuition is an Optional Extra.

Any charge made in respect of Optional Extras will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

## Music tuition

No charge will be made for instrumental or vocal tuition where the tuition is provided as part of the National Curriculum or forms part of religious education.

A charge may be made for instrumental or vocal tuition provided either to individual pupils or to groups of any appropriate size where the tuition does not fall within the categories described above.

National charging guidance will be followed at all times, and no charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

## School meals

School meals are available to pupils at a cost of **£2.50 per day**, or free of charge to pupils whose families are in receipt of one of the prescribed benefits set out in **Section 6**. Families can find information about eligibility and how to apply at *Apply for free school meals – GOV.UK*. Families requiring support with an application are encouraged to contact the school office.

Payment for school meals is required **in advance** and is made online via the school's payment system:

[Log in to your School | Arbor](#)

Where a pupil's entitlement to free school meals has expired, parents must either provide a packed lunch or make advance payment for any school meals to be taken.

If a pupil arrives at school without a pre-ordered school meal or a packed lunch, the school will contact parents in the first instance to establish whether alternative arrangements have been made.

While the school recognises that occasional oversights can occur, it is not obliged to provide a school meal where payment has not been made in advance or where authorisation for a free school meal has not been confirmed. The school will therefore act promptly to address any issues at an early stage in order to prevent arrears from accumulating.

Where no alternative arrangements are in place, parents may be asked to bring a suitable packed lunch to school or to provide payment for a school meal before lunchtime. In exceptional circumstances, the school may agree to a **one-meal debt allowance**, on the understanding that all future meals will be paid for in full and in advance.

Parents experiencing financial difficulty are encouraged to speak to the Headteacher in the strictest confidence. The school is committed to working with families to agree suitable payment arrangements where appropriate and may also be able to signpost families to relevant government or community support.

## **School milk scheme**

In accordance with *The Requirements for School Food Regulations 2014*, the school ensures that lower-fat or lactose-reduced milk is available at least once each school day or during the lunch break, either at a fair cost or free of charge to pupils who are entitled.

Up to one third of a pint of milk is available **free of charge** to all children in **Catbells class** until the age of five, regardless of family circumstances.

Children aged five to eighteen may continue to receive free school milk where their family is in receipt of one of the prescribed benefits set out in **Section 6**.

For infant pupils entitled to a **Universal Infant Free School Meal**, milk must be provided free of charge where it forms part of the school lunch. Where milk is offered at other times during the school day, it will only be provided free of charge to pupils who have an underlying entitlement to free school meals.

Where a parent wishes their child to receive more than one portion of milk per day, the full cost of each additional portion must be paid, even where the first portion is provided free due to entitlement.

## **Before and/or after school care**

Charges will be made for childcare services offered to pupils before school, after school and during school holidays. The level of fees and any applicable remissions will be set and reviewed regularly by the Governing Body or, where services are delivered by a third-party provider, by the service provider (for example, Early Club or After School Club).

Information about current childcare charges is available via **Shap CE Primary School – Wraparound Care** or by speaking to **Julie Hunter, Office Manager**.

This section applies only to childcare provision and does not apply to extra-curricular after-school activities. Information about charges for extra-curricular activities, for example ingredients used in Cooking Club, is set out in **Section 7 (Optional Extras)**.

## **Certain early years provision**

Additional hours and services will be charged at the current hourly rate where provision is not fully funded as early education by the local authority. This includes the lunchtime period between funded sessions.

Details of current session times and rates are available from the school office. Charges for additional services, such as trips or special activities, will be agreed with families in advance.

The school will deliver free early years entitlements consistently so that all children accessing funded provision receive the same quality of experience and access to learning, regardless of whether families choose to pay for additional hours or services.

The school will not:

- charge a deposit to secure a child's free entitlement place;
- require a registration fee as a condition of taking up a free place; or
- charge 'top-up' fees to recover the difference between local authority funding and the school's standard hourly rate.

### ***Damage to property and breakages***

The school may seek to recover some or all of the costs incurred in repairing damage or breakages to school property where the damage is deemed to be wilful or the result of culpable negligence. This may also include damage to property belonging to a third party where the school has been charged as a result.

The amount to be recovered, if any, will be determined by the Headteacher, taking account of the circumstances of the incident.

### ***Calculating charges***

When charges are made for any activity, whether during or outside of the school day, they will be based on the **actual costs incurred**, divided equally by the number of pupils participating. Charges will not include any element of profit, and there will be no levy on those who can pay to subsidise those who cannot.

Support for families experiencing financial hardship will be provided through appropriate funding streams, such as Pupil Premium funding and fundraising, where applicable.

Parents who may qualify for support are those in receipt of the prescribed benefits set out in **Section 6**.

The principles of **best value** will be applied when planning and organising activities that incur costs to the school and/or charges to parents.

### ***Debt recovery***

It is the financial management policy of the school that all services provided are paid for **in advance**, and it is therefore expected that debts will not normally accrue. In the event that a debt does arise, the Governing Body authorises the school to take all **reasonable measures** to recover outstanding sums as part of its responsibility for the proper management of public funds. All actions will be taken in accordance with relevant financial regulations and legal requirements.

Staff will follow the school's established procedures for the collection of debts. A debt will be written off only after all reasonable recovery measures, proportionate to the size and nature of the debt, have been exhausted.

Only debts below the limit specified in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this limit will be referred first to the Governing Body and, where required, to

the Secretary of State for approval. Where a debtor has multiple outstanding debts which together exceed the write-off limit, these will be treated as a single total amount.

Unless a decision to write off a debt is demonstrably a reasonable course of action, authorisation is in place to pursue legal or other appropriate recovery action.

A formal record of all debts written off will be maintained and retained for a period of **seven years**.

## ***Monitoring and Review***

The implementation of this Charging and Remissions Policy will be monitored by the Resources Committee on behalf of the Governing Body. The Committee will receive periodic information, as appropriate, on activities for which charges have been made, any remissions applied (without reference to individual pupils), and the management of any related debts. The policy will be reviewed in line with the school's agreed review cycle or sooner if required by changes to legislation or statutory guidance.

## ***References and associated policies and procedures***

This policy has been developed with reference to the following legislation, statutory guidance and school policies:

- **Education Act 1996, Section 457**
- **Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999**
- **Department for Education (DfE) statutory guidance: *Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities* (May 2018)**
- **Educational Visits Procedures**
- **Single Equality Scheme**



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## Frequently asked questions

### **Q. What is a charging policy?**

**A.** Under the charging provisions set out in legislation, governing bodies and local authorities of state funded schools may choose to charge for certain defined activities, but only if they have first drawn up charging and remissions policies. These policies should be made available to parents on request.

### **Q. How does this relate to academies?**

**A.** Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

### **Q. A visit involving staying overnight has been arranged for children at my school. Can the school charge for this?**

**A.** Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are in receipt of certain benefits. The list of benefits to which this applies can be found at <https://www.gov.uk/apply-free-school-meals>. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The Head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

### **Q. With regard to the remission of board and lodging payments, explain who pays for the expense? Would it come out of the school budget or is there a grant available to claim?**

**A.** Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to re-claim the money back.

### **Q. Our school has a large number of pupils eligible for free school meals. This means that they would also receive remission for board and lodgings expenses for residential visits. How can the school fund/organise residential visits?**

**A.** Government funding for schools to each local authority recognises the different needs of each area. In terms of the allocation to schools, each local authority sets a funding formula which is agreed with the local schools' forum. All local authorities are required to include an element in their formula to reflect the needs of deprived pupils. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools. In addition, schools receive pupil premium funding for disadvantaged pupils, based largely on those who are eligible for free school meals. This funding is provided by the government to raise the attainment of eligible pupils and narrow the attainment gap between eligible pupils and their peers. It is for head teachers and school governing bodies to decide how to use their formula funding and pupil premium allocation.

Schools cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled. If there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

### **Q. Can governing bodies charge for educating children in maintained schools and academies?**

**A.** The local authority or governing body cannot charge for education that takes place in school hours. Nor can they charge for activities that take place outside school hours if these are part of the national curriculum, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. They can charge for permitted 'optional extras', provided they have drawn up a statement of general policy on charging and given details of 'optional extras' they intend to charge for. The governing body's policy does not have to be the same as the local authority's policy, as long as it meets the requirements of the law.

### **Q. Can a school charge for an activity that takes place out of school hours?**

**A.** This kind of activity is often referred to as an 'optional extra'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. See advice on optional extras on page 4 of DfE document '*Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*',

May 2018.

The actual charge for the optional extra cannot exceed the actual cost of the provision. Schools cannot and must not make a profit from charging for optional extras. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

**Q. Can a school ask parents for voluntary contributions?**

**A.** Schools may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

**Q. The school has sent letters out to parents asking for contributions towards a school visit, do parents have to pay?**

**A.** Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. It would be advisable to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

**Q. Can a state boarding school make compulsory charges for day pupils?**

**A.** State funded boarding schools **cannot** charge for education during school hours. They may however charge for extended services offered to day pupils, but this **must be optional**. Compulsory charges must never be made for extended day services including breakfast clubs, after-school clubs, evening meal and supervised homework sessions whether the pupils take up these services or not. Many maintained schools provide wraparound services but they are not part of the school day and it would be unlawful for state funded boarding schools to make wraparound services compulsory.

**Q. What happens if the school is not able to raise enough voluntary contributions to cover costs?**

**A.** Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

**Q. What if a parent is unable, or unwilling to make a voluntary contribution? How does this affect their child(ren)?**

**A.** The school cannot exclude a child from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

**Q. What support can a school offer a parent/carer who has difficulty making a financial contribution?**

**A.** Where a residential trip includes education for which charging is prohibited and the pupil's parent is in receipt of certain benefits, they will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found at <https://www.gov.uk/apply-free-school-meals>. Schools must ensure that parents are aware of the support available to them when being asked for contributions toward the costs of school visits. Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist.

No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination. In addition, if the activity is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel for any pupil, not just those whose parents are in receipt of benefits.

**Q. What about charges for transport during school hours?**

**A.** Any transport provided by the school in school hours must be provided free of charge (though a voluntary contribution could be requested).

**Q. Can the school charge for something like cooking ingredients or materials needed for a technology lesson?**

**A.** The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

**Q. Can the school charge entry fees for examinations?**

**A.** An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.

**Q. Can a school make a charge to pay for the administration required as part of the admission process?**

**A.** Paragraph 1.9 (n) of the 'Schools Admission Code 2012' rules out requests from admission authorities for financial contributions as any part of the admissions process. Legislation prevents state funded schools from charging fees for admission or for providing education during school hours.

**Q. Can a school ask for a direct debit to the school fund?**

**A.** No. A school may ask for voluntary contributions, as long as it is clear that they are voluntary, but we are clear that state education should be free and we have no intention of changing this policy. No contributions may be sought as part of the admissions process.

**Q. Can a school ask parents to contribute to (or pay in full) the cost of a tablet or computer?**

**A.** Sections 451 and 454 of the Education Act 1996 prohibits schools from charging for education and the supply of materials, books, instruments or other equipment (this would include tablets), during school hours. However, there is no prohibition on asking parents to make voluntary contributions. Additionally, there is a specific exception in the legislation which enables schools to charge for materials where the pupil's parent wishes them to own the materials. All contribution requests to parents must make clear that the contributions are voluntary and that, if a parent cannot make or refuses to make a contribution, their children will not be treated any differently and will not be excluded from taking part in any activity or related equipment.

**Q. What are community facilities?**

**A.** Schools are allowed to provide facilities that can be used by the local community, for example out-of hours/holiday childcare or swimming pool sessions. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. Academies should seek guidance from the Charity Commission if they are in doubt. Advice from the Charity Commission can be found at <https://www.gov.uk/government/organisations/charity-commission>.

Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and or on community facilities.

Maintained schools should check the local authority's published financial "scheme" for maintained schools in their area for any rules about the carry of profit from one financial year to the next. Academies should determine fees and charges in accordance with chapter 6 of HM Treasury's Managing Public Money.

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