



CHARGING & REMISSIONS POLICY

2025/26

Signed: _____ Chair of Governors

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1. Aims

Our school aims 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

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. This policy sets out how Talbot Specialist School will conform to the Act and explain to all stakeholders our principles on charging and remissions:

- We cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- We will ensure that parents on low incomes and in receipt of the benefits are informed of the support available to them when being asked for contributions towards the cost of school educational visits.

3. Education

Talbot Specialist School **will not charge for:**

- An admission application to the school;
- Education provided during school hours which may include the supply of any materials, books, instruments or other equipment;
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- Entry for a prescribed public examination, if the student has been prepared for it at the school; and
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the examination entry fee will be recovered from the student's parents.

Talbot Specialist School **will charge for:**

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (as detailed in Section 2 below);
- Music and vocal tuition in limited circumstances;

- Community facilities;
- Damage caused to Talbot Specialist School premises or equipment through misuse or willful damage by an identified student.

Please note that Talbot Specialist School is a **PFI owned building** and as a result any community bookings, associated costs, insurance/liability and agreements would be managed via the **Facilities Management Company not Talbot Specialist School**. For further details, please see:

<http://www.sheffieldsports.org.uk/>

4. Optional Extras

Where an activity is deemed to be an Optional Extra then certain costs will be recouped; optional extras are classified as:

- 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 student is being prepared for at the school; or part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);
- Board and lodging for a student on a residential visit;
- Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff costs;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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 pre-requisite for the provision of an optional extra where charges will be made.

5. Voluntary Contributions

Talbot Specialist School may ask for voluntary contributions to benefit the school or any school activities:

- The Headteacher or relevant member of staff communicating with parents will make it clear from the outset that there is no obligation to make any contribution
- No registered student at the school will be excluded from an activity or treated adversely according to whether or not they have made a voluntary contribution
- The Headteacher or relevant member of staff communicating with parents will make it clear from the outset if an activity cannot be funded without sufficient voluntary contributions

It will be made clear to parents from the outset that if insufficient voluntary contributions are received that a visit/activity will not take place.

6. Music Tuition

The Charges for Music Tuition (England) Regulations 2007 set out the circumstance in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may be made for tuition in playing a musical instrument in the following circumstances:

- Tuition of an individual student
- Tuition of a group of any size of students
- At the request of the student's parents/carers

Providing that the tuition is not an essential part of:

- The National Curriculum
- A public examination syllabus that the student is being prepared for at school

Or:

- The pupil is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989)

7. Transport

Talbot Specialist School will not charge for:

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational visit.

Talbot Specialist School will charge for:

- Any other transport as defined as an 'Optional Extra' and Residential Visits

8. Residential Visits

Talbot Specialist School 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Talbot Specialist School will charge for:

- Board and lodging and the charge must not exceed the actual cost

Parents/carers will be informed at the outset that any contribution to a residential visit will be voluntary where families hit defined criteria. Students on the FSM/Ever6 register will be exempt from paying a mandatory contribution but will be asked for a voluntary contribution to such visits.

Where parents/carers of students do not make a voluntary contribution this will not prejudice the 'place' allocation process. At Talbot Specialist School all students are treated equally in the allocation of places.