Charging and Remissions Policy

IWYS – ALTERNATIVE PROVISION

Approved by:	Charmaine Baines	**Date:** November 2026
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1. Aims

Our provision 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy complies with our funding agreement.

3. Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during provision hours (including the supply of any materials, books, instruments, or other equipment)
- Education provided outside provision hours if it is part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school

- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at a school
- Transport provided in connection with an educational visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the provision **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of provision time that is not part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at a school
    - Religious education
    - Transport (other than transport that is required to take the pupil to provision or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Extended day services offered to pupils (such as breakfast clubs, after-provision clubs, tea and supervised homework sessions)

When 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
- Teaching staff engaged under contracts for services purely to provide an optional extra (including 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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during provision hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

IWYS can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the provision can ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the provision may ask parents for voluntary contributions include:

e.g. provision trips, sports activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the provision is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities we charge for

The provision will charge for the following activities:

- After school-provision and sports clubs requested by parents/carers
- the charge would include fees and transport

9. Remissions

In some circumstances, the provision may not charge for items or activities set out in sections 6 and 8 of this policy.

10. Monitoring arrangements

The Head of provision monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Charmaine Baines/ Head of provision every year.