Elson Junior School

CHARGING AND REMISSIONS POLICY 2026

ADAPTABILITY ASPIRATION COMPASSION CREATIVITY INTEGRITY

Elson Junior School

CHARGING AND REMISSIONS POLICY

Policy revision date	16th March 2026
Review frequency	Annually
Policy written by*	SBM/Debbie Guy
*Please indicate if it is a model policy (and if so if it has been localised) and/or if the author has used AI to assist	Model policy from HCC Governor Services, localised
Governing Body/HT approval date	FGB 18th May 2026
Date policy due for next review:	Spring 2027

Policy Review

The following list must be completed prior to submission to the relevant Governing Body meeting/HT for approval.

Links with other Policies	Complaints procedure, data protection, health and safety, pupil discipline, special educational needs equal opportunities child protection debt recovery and whistle blowing policies
Model or Locally Produced	Model policy based on DfE 'Charging for School Activities' May 2018 and localised. 15th March 2026 Policy reviewed using Notebook LM AI to ensure compliance with DfE document (no changes since May 2018)
Are changes to model policy or previous policy clearly identified (e.g. track changes)	Yes
In the view of the HT is the policy related to High, Medium or Low Risk activity to the school	Medium
What are the likely consequences to school of non-compliance	Legal Action
Are the governors/SLT accountabilities clearly identified	Yes
Are other accountabilities clearly identified	Yes
Are there any particular issues/risks associated with implementation/operation of policy	
How will policy effectiveness be evaluated	
How will HT report to governors on effectiveness and when	
When will the policy next be due for renewal (for statutory compliance)	Spring 2027
Does the policy impact on available resources	Yes

Purpose

The purpose of the policy is to ensure that, during the school day (8:45am – 3:15pm), all children have full and free access to a broad and balanced curriculum in line with the principles of the Education Act (2011, 1988). This policy ensures that no child suffers unfavourable treatment due to thier parents' financial position. The policy has been informed by DfE and local authority guidance on charging for school activities.

Education During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes:

- **Materials and Equipment**: Books, instruments or other equipment required for the curriculum
- **Transport:** Transport between the school and an activity (e.g. swimming or a local field trip)
- **Admissions:** No charge will be made for an admission application to the school

Exceptions:

- **Music Tuition:** A charge may be made for vocal or instrumental tuition requested by the parent, unless it is an essential part of the National Curriculum or a public examination syllabus.
- **Ingredients/Materials:** A charge may be made for materials or ingredients for subjects like food technology, if parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions

The school may seek voluntary contributions for activities during the school day that entail additional costs.

- **No child will be excluded** or treated differently if their parents cannot or will not make a contribution
- If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.
- If insufficient voluntary contributions are received, the school may find it necessary to cancel the event.

Optional Activities Outside the School Day

Charges will be made for "optional extra" activities provided outside of the school day that are not part of the National Curriculum or religious education. Participation is based on parental choice and willingness to meet the charges.

Residential Visits

- **Education and Transport:** no charge will be made for education or transport provided any visit that takes place during school hours or is part of the National Curriculum.

- **Board and Lodging:** A charge will be made for board and lodging, which must not exceed the actual cost.
- **Mandatory Remission:** Parents in receipt of specific benefits (aligned with Free School Meals eligibility) will be exempt from paying the cost of board and lodging.

Calculating charges

When charges are made for any activity, they will be based on the actual costs incurred, divided by the total number of pupils participating.

- There will be no levy on those who can pay to support those who cannot.
- Supply Teachers: Charges will not include the cost of supply teachers to cover for staff who are absent from school accompanying pupils on a residential visit.

Support for Cases of Hardship

Parents qualifying for support are those who are in receipt of benefits that may make them eligible for Free School Meals. Support for other cases of hardship may be provided through voluntary contributions or fundraising.

Debt Recovery and Miscellaneous

The school is committed to collecting debts as part of its management of public funds. A debt will only be written off after all reasonable recovery measures have been taken. The Headteacher or Chair of Governors may levy charges for miscellaneous services (e.g. printing reports) up to the actual cost of providing the service.