



STATUTORY POLICY

Charging & Remissions Policy



Policy Revision Date	11 th March 2025
Review Frequency	Annually
Role / Author	SBM/Debbie Guy
Governing Body Committee/HT	Full Governing Body
Date of GB Meeting/HT review for approval	FGB 24 th March 2025
Due with Clerk to Governors (where applicable)	7 days prior to GB meeting
Governing Body/HT Approval Date	FGB 24 th March 2025
Status (draft / approved)	Approved
Date Policy Due for review:	Spring 2026

Note:

Please ensure tracked changes are used to highlight changes from the last approved version. The document status should be 'Draft'.

Once the changes have been approved by the Governing Body, the tracked changes can be accepted and the document status changed to 'Approved'.

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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.
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 2026
Does the policy impact on available resources	Yes

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Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the principles of the Education Act (2011, 1988). The school day is defined as: 8.45-3.15pm The policy has been informed by DfE and local authority guidance on charging for school activities.

Equality impact

This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies and that the information is available for parents:

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 any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Governors have agreed voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if we do not receive sufficient voluntary contributions, we may find it necessary to cancel an event. Children whose parents have not made a contribution will not be excluded from any event.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, nor are they part of an examination syllabus.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are unable to pay where this is the case the headteacher and governors may offer a free place if funds allow.

Again, voluntary contributions will be asked for the cost of transportation and if not enough money is collected the trip may have to be cancelled at the discretion of the head teacher.

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 by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge.

Parents who would qualify for support are those who are in receipt of the specific benefits that would make them eligible for Free School Meals



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Best value will always be sought in planning activities that incur costs to the school and/or charges to parents.

Additional Considerations.

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead. We have established a system for parents to pay in instalments over an extended period of time for residential visits. When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.

Debts

Elson Junior School is committed to taking all reasonable measures to collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures, (commensurate with the size and nature of the debt) have been taken to recover it:

We will ensure that the school is not financially disadvantaged by the actions of an individual or group of individuals. Safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the school causing it to be unable to recover funds that are owed to it. To ensure that the funds available to the School are used to the fullest advantage of all pupils. All income will be banked using HCC systems which aids the debt identification and recording.
See school debt recovery policy.

Miscellaneous:

The Headteacher, the Chair of the Resources Committee and /or the Chair of Governors may levy charges for miscellaneous services up to the cost of providing services, e.g. for printing / providing a copy of a report/ policy.

The school charging policy will be subject to change if there are new DfE or Hampshire directives. This policy is reviewed annually.