

Charging and Remissions Policy



We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

School Name	Ellington Infant School
Adopted and Approved by the Governing Board date	October 2025
Review date	October 2027

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1. 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.

The school day is defined as: (8.50am - 12pm & 1pm- 3.10pm).

2. What Was Consulted

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

3. Relationship to Other Schools

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

4. Roles and Responsibilities of Headteacher, Other Staff and Governors

The Headteacher will ensure that the following applies:

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.
- The staff and governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day that entail additional costs such as enrichment activities.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage.

Education Partly During the School Day

- If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.
- Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Residential Visits

- Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, – now known under the term Universal Credit, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008 .

Other charges will be made to cover costs when the number of school sessions missed by the pupil's total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

5. Music Tuition

Charges may be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

6. Library Books

A maximum fee of £5 may be charged for lost/damaged library books.

7. Optional Activities Outside the School Day

We will charge for optional, extra activities provided outside of the school day, for example, school trips and visits. The charges will not exceed the actual cost of providing the optional extra. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

8. 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, fundraising, and considered use of existing school funds.

Parents who would qualify for support are those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit – now known as Universal Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008 or at the discretion of the Headteacher.

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

9. Voluntary Contributions

The staff and governors recognise the importance of activities, which while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for Voluntary contributions to be sought for such activities during the school day, which entail additional costs, such as materials or equipment for special projects.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

10. Arrangement for Monitoring and Evaluation

The Senior Leadership Team will monitor the impact of this policy annually, seeking to evaluate the impact of the school's extended services on those children in need of support.