Leas Park Junior School



Charging and Remission Policy- December 2025

Charging and Remission Policy

Introduction

The Governing Body at Leas Park Junior School recognises the valuable contribution that a range of activities, including trips, clubs and residential experiences, can make towards pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Relationship to other school policies

This policy complements the school's equality policy.

Aims and Objectives

The aims of this policy are to:

Set out what the school will not charge for and what it will make a charge for or request a voluntary contribution towards, from parents / carers.

Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Legislation and guidance

The policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 – 462 which set out the law on charging for school activities in maintained schools in England. This policy has been informed by A Guide to the Law for School Governors.

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

Activities without charge

There will be no charge for the following activities:

Education provided wholly or mostly during the normal school day (between 9.00am and 3.15pm). This includes the supply of any materials, books and equipment provided in school hours.

Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a public examination, which the pupils is being prepared for at the school.

Chargeable activities

Unless the teaching is an essential part of either the National Curriculum, a public examination syllabus being followed by the pupil(s), we will make a charge.

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost:

Optional extra activities provided outside of the school day, for example Language club, PE training from outside agencies and after school care. From time to time this may include a visit to the theatre or other local places of interest, or other opportunities to provide extended cultural or learning opportunities beyond a school remit.

Board and lodgings and travel on residential visits (subject to remission arrangements).

Teaching an individual pupil or groups to play a musical instrument.

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).*

**If the company providing the activity seeks early deposits to secure the booking, these are publicised to the parents as non-returnable in paperwork outlining payment dates and detail of breakdown of costs.*
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 cannot.**

Voluntary contributions
The school may ask for voluntary contributions for activities during the school day which entail additional costs, for example, leaders of workshops, bought in to enhance the learning beyond the remit of the National Curriculum, visiting authors, artists, sports coaches or other providers of opportunities above and beyond what would be expected in a normal school day, subject to the following condition:
Any children of parents who do not wish to contribute will not be treated any differently and no pupil will be prevented from participating because his/her parents / carers cannot or will not make a contribution, however where there are insufficient contributions to make the activity viable, the activity may be cancelled.

Remissions
In some circumstances the school may not charge for items or activities set out in the sections above. This will be at the discretion of the governing body and will depend on the activity in question and for parents and carers who can demonstrate they are in receipt of the following benefit:

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Those parents falling within these categories are actively encouraged to contact the Headteacher in confidence so that subsidy School Budget can be organised, if it is possible to do so.
There may also be discretionary support for families who have had a change of circumstance, or those who have two or more siblings involved in the school event or journey. This will be decided by the Headteacher.
Policy monitoring arrangements
The Headteacher monitors charges and remissions and ensure these comply with this policy.
This policy will be reviewed by governors' each year
At every review the policy will be approved by the governing body.