

Elham C.E. Primary School

'From Acorns to Oaks:
Learning and Growing Together.'

Charging & Remissions Policy March 2025



Our School Vision

At our school, we embrace creation in our rural setting, striving to learn, contribute and achieve.

As #TEAMELHAM, we respect, support and inspire each other.

We are a community that holds each other to high standards, helping everyone to be the best they can be, held safe in the loving hands of God.

Our Narrative

New Living Translation John 6:5-14 Jesus Feeds the Five Thousand

5 Jesus soon saw a huge crowd of people coming to look for him. Turning to Philip, he asked, "Where can we buy bread to feed all these people?" **6** He was testing Philip, for he already knew what he was going to do.

7 Philip replied, "Even if we worked for months, we wouldn't have enough money^(a) to feed them!"

8 Then Andrew, Simon Peter's brother, spoke up. **9** "There's a young boy here with five barley loaves and two fish. But what good is that with this huge crowd?"

10 "Tell everyone to sit down," Jesus said. So they all sat down on the grassy slopes. (The men alone numbered about 5,000.) **11** Then Jesus took the loaves, gave thanks to God, and distributed them to the people. Afterwards, he did the same with the fish. And they all ate as much as they wanted. **12** After everyone was full, Jesus told his disciples, "Now gather the leftovers, so that nothing is wasted." **13** So they picked up the pieces and filled twelve baskets with scraps left by the people who had eaten from the five barley loaves.

14 When the people saw him^(a) do this miraculous sign, they exclaimed, "Surely, he is the Prophet we have been expecting!"^(a)

Elham Church of England Primary School

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between 4 and 11 years old. The school prides itself on being a church school with three specific values of respect, support and inspire based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

Aims

Our school 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 be made

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

Definitions

Charge: a fee payable for specifically defined activities

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

Roles and responsibilities

The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy. Monitoring the implementation of this policy has been delegated to the Finance and Property Committee

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for discussing with the headteacher any specific circumstances to which the policy may apply

Where charges cannot be made

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

Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school 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

Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

Residential visits

Education provided on any visit that takes place during school hours

Education provided on any visit that takes place outside school 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

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

Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below)

Music and vocal tuition, in limited circumstances

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 school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school 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 school 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.

Music tuition

Schools 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

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible, such as trips out of school, visiting workshops, and extra-curricular 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 school is unable to raise enough funds for an activity or visit then it will be cancelled.

Remissions

In some cases parents may request exemption from paying the cost of Optional Extras, due to specific circumstances. Parents are requested to discuss this with the headteacher, and decisions will be made on an individual case basis.

This policy was approved by the Governing Body on:

Signed.....
(Co-Chair of Governors)

Date.....

Signed.....
(Headteacher)

Date:.....