

Achieving Excellence through Leadership

Charging and Remissions Policy

Document Details	
Approving Body	FGB
Author	Giles Junior School
Committee Responsibility	Resources
Scheduled Review	Annually
Date of Policy	July 2026
Next Review	July 2027

This policy is informed by Department for Education guidance, including 'Charging for School Activities', together with Sections 449–462 of the Education Act 1996.

Changes since last review.

- Updated policy and review dates (July 2026 / July 2027).
- Revised introductory DfE guidance wording.
- Additional statement reflecting Giles Junior School's commitment to removing financial barriers.
- New **Refunds** section.
- New **Debt Recovery** section.
- New **Equality and Inclusion** section.
- Reference to **Arbor** as the normal payment platform • Rewording the Pupil Premium/Free

School Meals section to reflect the new national entitlement changes.

- Removing the fixed **50% PGL reduction** and replacing it with more flexible wording.
- Expanding the list of chargeable activities (e.g. lost/damaged property, replacement reading books).
- Adding the hardship application wording.
- Refining the monitoring section so it better reflects governor practice.

1. Purpose

At Giles Junior School, we believe that all pupils should have equal opportunities to participate in school activities and visits, both curricular and extra-curricular, regardless of their families' financial means.

This policy outlines how the school complies with legal requirements while seeking to minimise financial barriers to participation and ensuring access to a wide range of enriching activities.

The governing board recognises that educational visits, residential experiences and enrichment activities are an important part of the curriculum. Wherever possible, the school will seek to remove financial barriers so that all pupils can access these opportunities.

2. Aims

Giles Junior School aims to:

- Maintain robust, transparent processes for charging and remissions;
 - Clearly outline which activities can incur a charge and under what circumstances;
 - Provide a broad and inclusive programme of activities and visits.
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3. Legislation and Guidance

This policy is based on guidance from the Department for Education (DfE) and sections 449–462 of the Education Act 1996, which sets out the law on charging for school activities in maintained schools in England (last updated 2018).

4. Definitions

- **Charge:** A fee payable for specified activities.
 - **Remission:** The reduction or cancellation of a charge normally payable.
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5. Roles and Responsibilities

5.1 Governing Board

The governing board:

- Holds overall responsibility for this policy;
- Delegates approval and monitoring to the **Resources Committee**.

5.2 Headteacher

The headteacher is responsible for:

- Ensuring staff are aware of and consistently apply this policy.

5.3 Staff

Staff are responsible for:

- Implementing the policy fairly;
- Referring any uncertainties to the headteacher;
- Receiving appropriate training on the policy.

5.4 Parents

Parents are expected to:

- Raise any queries or concerns about this policy with staff or the headteacher.
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6. Where Charges Cannot Be Made

6.1 Education

No charges may be made for:

- Admission applications;
- Education during school hours (including materials, books, instruments, or equipment);
- Education outside school hours that forms part of:
 - The national curriculum;
 - A prescribed public examination syllabus;
 - Religious education;

- Tuition for instruments or voice where required by the curriculum;
- Public examination entry/re-entry when the pupil has been prepared at the school.

6.2 Transport

No charges may be made for:

- Transport arranged by the local authority or governing board;
- Transport to meet examination requirements;
- Transport for educational visits.

6.3 Residential Visits

No charges may be made for:

- Education during visits in school hours;
 - Education outside school hours if part of the national curriculum, prescribed examination syllabus, or religious education;
 - Supply teacher cover for residential trips.
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7. Where Charges Can Be Made

7.1 Education

Charges may be made for:

- Materials or equipment where parents wish to own them;
- Optional extras (see below);
- Some early years provision and community use;
- Re-sits where the pupil has failed to meet requirements without good reason.

7.2 Optional Extras

Charges may be made for:

- Education outside school time not part of statutory provision;
- Exam entry if not prepared by the school;
- Board and lodging on residential visits;
- Transport not required by statute;
- Extended day services (e.g. breakfast club, after-school club).

Optional extras may include costs for:

- Materials, equipment, accommodation;
- Non-teaching and teaching staff (where contracted to deliver optional extras);
- Music tuition (see 7.3).

Key conditions:

- Charges cannot exceed the cost of provision per pupil;
- No subsidies may be built into charges for other pupils;
- Parental consent must be obtained.

7.3 Music Tuition

Charges may be made for vocal or instrumental tuition requested by parents, unless:

- The teaching is part of the national curriculum;
- The pupil is looked after by the local authority;
- It is part of the KS2 first access programme.

7.4 Residential Visits

Charges may be made for board and lodging, not exceeding the actual cost.

8. Voluntary Contributions

We may request voluntary contributions for activities (e.g. visits) that are not chargeable. These are:

- Optional and non-obligatory;
- Non-discriminatory – no child will be excluded if parents are unwilling or unable to contribute.

Important:

- If insufficient contributions are received, the activity may be cancelled;
 - No surplus from paying parents will subsidise others;
 - Hardship support will come from voluntary donations or fundraising;
 - Parents will be given as much notice as possible.
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9. Activities Subject to Charges

We currently charge for:

- Breakfast Club;
- After School Club;
- Music Tuition (such as Rock Steady)
- Staff lead after school clubs
- Damage to property
- Replacement of items issued initially free of charge but need replacing (Homework books, spelling books, reading records)

Charges are reviewed annually by the **Resources Committee**.

10. Remissions

10.1 Residential Visit Remissions

Giles Junior School offers one residential visit during Year 6.

In line with the Education Act 1996, families whose child is eligible for **benefits-related Free School Meals (Targeted FSM)** will not be charged for the board and lodging element of the residential visit where this applies.

The school may also offer additional financial support towards the cost of the residential visit where funding is available. Any additional assistance is entirely at the discretion of the governing board and will be reviewed annually in line with the school's budget and available funding.

10.2 Additional Remissions

The school will provide additional support to:

- Children who are identified as Targeted FSM

Examples:

- PE Kit: Two kits per year;
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11. Monitoring and Review

The Resources Committee is responsible for reviewing this policy annually to ensure it remains compliant with current legislation and reflects the school's approach to charging and remissions.

The Headteacher will monitor the implementation of this policy throughout the year and will report to governors where significant issues arise, including:

- changes to national legislation or Department for Education guidance;
- significant changes to charging arrangements;
- the level of financial support provided by the school;
- any issues affecting equitable access to educational visits or enrichment activities.

The governing board will consider the financial impact of charging and remission arrangements as part of its annual budget-setting and financial monitoring processes.

12. Accessibility and Distribution

This policy is:

- Available on the school website (in compliance with the School Information Regulations 2008);
- Issued to governors and staff;
- Available to parents on request;
- Provided in alternative formats or languages where required.

This policy is digitally signed and approved via Governor Hub.

13. Refunds

Where an activity is cancelled by the school, payments will normally be refunded in full. Where a parent withdraws a child after bookings are confirmed, refunds will only be made where costs have not already been incurred or another participant can take the place.

14. Debt Recovery

The school reserves the right to recover outstanding debts relating to chargeable activities. Parents experiencing financial difficulty are encouraged to contact the Headteacher in confidence to discuss appropriate arrangements.

15. Equality and Inclusion

The school will apply this policy fairly and consistently and will seek to remove financial barriers wherever possible. No pupil will be treated less favourably because of disability, protected characteristics or financial circumstances.

Charges will normally be communicated and collected through Arbor, although alternative payment methods may be offered where appropriate.