



At St Mary's we champion every child to be the **best that they can be**. Our knowledge-led curriculum therefore endeavours to develop our children's **character**, **core skills**, **creativity** and sense of **community**.

Supported by our school's vision, ethos and position as a junior school, we believe that our specialist knowledge of the Key Stage 2 age range ensures **improving outcomes, opportunities and experiences for all our children**. To achieve this, we are aspirational for our pupils, instilling high expectations, the passion, perseverance and stamina to succeed.

# Charging and Remissions Policy

Ely St Mary's CofE Junior School

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Related Documents & Guidance	Equality Objectives (ESM) SMSC Policy & Appendices Pupil Premium Strategy Sports Premium Strategy DFE Guidance <a href="#">DFE Charging for school activities</a> <a href="#">DFE Home School Travel &amp; Transport Guidance</a>	

## 1. Introduction and aims

The purpose of this policy is to set out what charges can and cannot be made for activities, trips and visits at Ely St Mary's. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996. It is also based on guidance from the Department for Education (DfE). The policy complies with DEMAT's Funding Agreement with the Secretary of State and its Articles of Association, and aims to set out arrangements for charges relating to:

- Education
- Transport
- Extended day services (eg breakfast clubs and after-school clubs)
- Music tuition
- Trips and residential visits

## 2. Definitions

- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.
- **Core curriculum:** a set of school subjects considered essential to a suitable education, as in providing necessary skills or common cultural knowledge. Our core curriculum is directed by the National Curriculum and is an entitlement for all our pupils.
- **Optional Extra:** an activity or service offered beyond the core curriculum. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made
- **Voluntary contribution:** an invitation to contribute towards the cost of an activity, without obligation to make any contribution. Such contributions may be invited to broaden provision beyond that of the core curriculum.

## 3. Roles and Responsibilities

DEMAT is accountable for all policies across its academies. All policies will be written and implemented in line with DEMAT and St Mary's ethos and values, as articulated in their prospectus/ website.

The headteacher is responsible for ensuring that staff are familiar with the charging and remissions policy, and that it is being applied consistently. Staff are responsible for notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 4. Charges & Contributions

Charges may be made for activities known as 'optional extras'. Participation in any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is necessary for the provision of an optional extra to be charged for.

## A) Education and enrichment trips/visits

### i. Charges will be made for:

- Education provided outside of core school hours (8:50 – 3:20) that is not part of:
  - The core 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 academy.
- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

### ii. Voluntary contributions

- Voluntary contributions may be invited for trips/visits/visitors to enrich children's learning and personal development experiences beyond that of the stated core curriculum. (See SMSC Policy and Personal Development Program)
- Where the delivery of a trip, visit or experience is reliant on voluntary contributions and therefore has the potential to be cancelled in the event of funding difficulties, the school will make this clear to parents at the outset.
- When making requests for voluntary contributions, parents and carers must not be made to feel pressurised into paying as it is voluntary and not compulsory.
- No child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay.
- Voluntary contributions may also be requested where parents or carers are unable to meet the full charge of an optional extra.
- Where parents/ carers offer additional donations above the recommended contribution, an optional MCAS item will be offered with an unspecified amount.

### iii. Charges will not be made for the following:

- Admission applications to any state-funded school
- Entry or syllabus for a prescribed public examination if the pupil has been prepared for it at Ely St Mary's.
- Examination re-sits.
- Materials, books, instruments or other equipment for education provided during academy hours.
- Education provided outside Ely St Mary's school hours if it is part of the core curriculum.
- The cost of a reference for pupils transferring to independent schools.

## B) Transport

### i. Charges will be made for:

- Transport (other than transport that is required to take the pupil to the academy or to other premises where the local authority has arranged for the pupil to be provided with education)

### ii. Voluntary contributions

- Voluntary contributions may be requested for transport costs incurred as part of a school trip or educational visit.
- Where the delivery of a trip, visit or experience is reliant on voluntary contributions and therefore has the potential to be cancelled in the event of funding difficulties, the school will make this clear to parents at the outset.
- When making requests for voluntary contributions, parents and carers must not be made to feel pressurised into paying as it is voluntary and not compulsory.

- No child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay.
- Where parents/ carers offer additional donations above the recommended contribution, an optional parent pay item will be offered with an unspecified amount, but with a cap of £50.

**iii. Charges will not be made for the following:**

- 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 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. (instrumental and vocal music tuition is an exception to that rule.)

For further guidance on home to school travel and transport guidance, please refer to the following link:

[assets.publishing.service.gov.uk/media/659d7ebb0dd0a200138b612a/Travel\\_to\\_school\\_for\\_children\\_of\\_compulsory\\_school\\_age.pdf](https://assets.publishing.service.gov.uk/media/659d7ebb0dd0a200138b612a/Travel_to_school_for_children_of_compulsory_school_age.pdf)

**C) Extended day services**

**i. Charges will be made for:**

- Sessions offered to pupils out of core hours (such as breakfast clubs and after-school clubs).

**1. Music tuition**

**i. Charges will be made for:**

- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, provided that the tuition is provided at the request of the pupil's parent or carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

**ii. Voluntary contributions**

- Voluntary contributions may be requested where parents or carers are unable to meet the full cost of music tuition.

**iii. Charges will not be made for the following:**

- If the teaching is an essential part of the core 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

**2. Residential visits**

**i. Charges will be made for:**

- board and lodging
- optional residential activities taking place outside of school hours, and not part of the school's core curriculum.

**ii. Voluntary contributions**

- The school can ask for voluntary contributions from parents to fund optional residential visits taking place during term time, which would not otherwise be possible. When making requests for voluntary contributions, parents and carers must not be made to feel pressurised into paying as it is voluntary and not compulsory. 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. The school must ensure that this is made clear to parents and carers.

iii. **Charges will not be made for the following:**

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- Any additional element to subsidise other young people.

## **5) Calculating charges**

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)

Any charge made in respect of individual pupils will not be more than the actual cost of providing the 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 core school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## **6) Other situations where parents/carers may be charged**

### **Supplementary Information**

Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, P.E. Kit, Calculators, and Pens etc.

### **Breakages and Damage**

Where a student's behaviour results in damage to academy property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.

### **Parent Pay Balance**

The school offers a no-credit policy in relation to school dinners. If funds on a child's dinner money account are running low, a 'low balance reminder' will be sent with a request that covering funds must be available by 9:00am if a school meal has been ordered.

### **Owed money and Debt Recovery**

Where the school incurs material additional costs in recovering an outstanding debt then the school may decide to seek to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the academy in recovering the debt.

If a response or payment is not received within a reasonable time, the academy may seek to refer the matter to a Debt Recovery Agency who will take action to recover the funds. All costs will be claimed against the parent/carer. The agency's commission may be as high as 20% and additional set up and collection fees will also be claimed.

## 7) Remissions

In some circumstances, the academy may not charge for items or activities. This will be at the discretion of the Headteacher and will depend on the activity in question. The school will, where available, draw on funding sources to subsidise trips and visits and offer bursaries to eligible pupils to access optional extras such as music tuition.

Such funding might come from:

- ☐ DfE-delegated budgets such as the Pupil Premium
- ☐ Grant giving bodies which fund volunteering work by young people
- ☐ Local charitable trusts specifically established to assist poorer families in the locality
- ☐ Fundraising, including that by the school PTA (FOSM's)
- ☐ Sponsorship

### **Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits. In addition, at St Mary's, these families will also be eligible to access the school's music bursary and subsidised optional extras, such as after school clubs.

1. Income Support
2. Income-based Jobseeker's Allowance
3. Income-related Employment and Support Allowance
4. Support under part VI of the Immigration and Asylum Act 1999
5. The guaranteed element of Pension Credit
6. 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
7. Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
8. 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)