

THE ELLIS C of E PRIMARY SCHOOL

Charges & Remissions Policy

September 2025

Date for Review: September 2026

Introduction

This document has been formulated in accordance with the Education act, 1996, which requires the school's Governing Body to publish a policy on charging for school activities.

The Ellis C of E Primary School is committed to ensuring equal opportunities for all children, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by the offering of Education Visits, Residential Visits, FS1 15 and 30 hours funded childcare/education and Educational Extras including

The Ellis C of E Primary School reserves the right to review, revise, amend, withdraw or replace the contents of this policy on providing reasonable notice of any such changes. The charging and remissions policy is intended to reflect the general principles of the Education Act which identifies activities for which:

- 1) Charges will not be made
- 2) Charges will be made
- 3) Charges may be waived Voluntary contributions

The Ellis C of E Primary School recognise the valuable contribution that a wide range of activities, including educational visits and residential experiences, can make towards the pupils' personal and social education and therefore encourages such activities as part of a broad and balanced curriculum. Educational and residential trips need to be funded by voluntary contributions from parents/carers which will include both the teacher/helper costs.

No children will be excluded from participating in an activity which the school has organised because of unwillingness or inability to pay by their parents. The school is happy to discuss payment arrangements. However, parents should be aware that some activities may not go ahead if costs cannot be met by voluntary contributions.

There is a different charging procedure regarding activities which are deemed outside school hours, and this will be made clear at the time, if and when these activities are planned. The school will always seek to achieve "best value principles" for the all the activities in school such as seeking three quotes before deciding on which transport company is to be used. All staff are conscious of rising costs of education and family budgets and will always try to attempt to keep costs to a minimum.

The Ellis C of E Primary School also reserve the right to charge for:

- Damage to fixtures and fittings and loss or damage to equipment, including books
- The cost of materials or ingredients for Art, Design and Technology and cookery when the products are taken home.

There is no limit to the level of voluntary contributions which parents or others can make to school or academy activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for them. They could, for example, be used to subsidise pupils from low-income families, or the cost of travel for accompanying teachers. The Law says that:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because the parents are unable to pay.
- If insufficient contributions are raised the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Swimming Lessons

The school organises and pays for swimming lessons for all children in year 4. These lessons take place in school time and are part of the National Curriculum. We inform parents during the summer term when these lessons are to take place in the next academic year, and we ask parents for their written permission for their child to take part in swimming lessons as well as a description of their ability.

Educational Day Visits

In order to support the school curriculum and give children opportunities to explore learning through practical means each year group will organise Educational Day visits. Trips will be organised where similar or same activities cannot be achieved in school.

Residential visits

Where the school organises residential visits in school time to provide education directly related to the National Curriculum, we ask parents to make a voluntary contribution for the educational activities. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher. There are a range of payment plans that the school can organise.

Music tuition

All children study music as part of the normal school curriculum. Parents are given information about additional music tuition at the start of each academic year. There is a charge for individual or group music tuition if this is not part of the National Curriculum for example Rocksteady Music School.

Uniform

As a school we ask pupils to wear an agreed list of school uniform. We do not expect all school uniform to be bought from school or to be branded with the school logo. The processes for purchasing school uniform from a range of companies follows the school "Best Value" systems.

Fundraising Events/ Non school uniform days

When the school holds a fundraising event for charity or other agreed aim the beneficiary will be agreed in advance and reviewed with the school council. Non school uniform day and other dressing up activities to raise money are all voluntary. All donations are voluntary and children will not be prevented from joining in.

Enrichment Activities

In order to enrich the children's experiences, various visits or activity days are organised related to specific topics. The costs of such events may be subsidised from the School Fund and a voluntary contribution from parents may be sort.

After School Activities

Charges may be levied for additional activities provided outside school hours and are organised by outside agencies.

Education Provided Within Academy Hours

Education provided by any Academy for its registered pupils should be free of charge if it takes place wholly or mainly during academy hours, academy hours being those hours when an academy is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during academy hours.

Education Provided Out of Academy Hours

Where education is provided out of academy hours, charging is permitted, except where the education is provided:

- a) to fulfil any requirements specified in the topic of study, or
- b) specifically to fulfil statutory duties relating to the National Curriculum:
- c) to fulfil duties relating to Religious Education.

Nursery Top Up Sessions

In accordance with current government policy, parents and carers are entitled to 15 or 30 hours of free childcare per week, depending on their eligibility. It is important to note that sessions beyond this entitlement will incur charges at the standard rate, which is communicated to families at the time of enrolment. We are committed to maintaining transparency in our charging structure and ensuring that all families clearly understand their financial responsibilities.

Charging Policy

If a charge is made for each pupil, it should not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases this must be by voluntary contributions or general fund raising.

School Meals

Parents will be charged for school meals at the current rate charged by The Pantry and agreed by DSAT with the exception of those children receiving Free School Meals or Universal Free School Meals Entitlement.

Milk

We register all children who are automatically entitled to free milk such as those under 5 years of age and those currently entitled to free school meals. Children over 5 years of age can purchase milk from the supplier, details on the school website.

Breakfast Club

Children in F2 or above can book and pay for Breakfast Club via the school's booking system, details on the school website.

Head Teacher

Name: E Edwards

