



Document Adopted By Governing Body	
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## Charging and Remissions Policy

**2025-26**

## **GOVERNORS' CHARGING & REMISSIONS POLICY**

This guidance has been written to provide at-a-glance information and complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. The Governing Body of Ecclesall Primary School recognises the valuable contribution that the wide range of additional activities, including day visits, clubs and residential experiences, can make towards pupils' education. 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.

### **CHARGES**

#### **General**

The school provides all the books and equipment necessary to study the school's curriculum. From time to time, children are given the opportunity to enrich this learning and to take part in extra curricular activities, for which a voluntary contribution requested from parents/carers. There will be no obligation for parents/carers to pay this. We would be unable to provide these activities without the willingness of parents/carers to make such voluntary contributions towards the cost.

#### **School Visits**

We often arrange visits for the children in connection with the topic they are studying. Some of these visits are local and cost very little whilst others are further afield. Whenever we organise such a visit, we request that parents/carers make a voluntary contribution towards the cost. If insufficient contributions were pledged, we would be unable to continue with the visit. Families who do not meet the remissions criteria but who are experiencing financial difficulty should approach the Head Teacher to discuss paying in instalments. We will inform parents/carers of all the organised trips for all year groups in the September Newsletter and associated costs. Any future trips planned through the year will be put in an individual letter to parents/carers and costs included too.

#### **Clubs**

There are many clubs before, during and after school that are provided by outside organisations. Letters/Information about these clubs are sent to parents with costs, times etc. Payments for these clubs are generally compulsory.

#### **Instrumental Tuition**

Ecclesall Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound teaching principles) to play a musical instrument or to sing.

The cost of these lessons may depend on the size and duration of the class as well as the type of instrument and other costs including administration charges.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

### **Special Events in School**

Each year we enrich the school curriculum with special events such as in school theatre performances and visiting poets, authors and artists. We usually ask for a voluntary parental contribution towards the cost of such events.

### **Charging in Kind**

As part of the curriculum, we sometimes ask for payment for a contribution towards the cost of materials, ingredients, equipment (or the provision of them by parents/carers) for example for Design & Technology or Art. The Governing Body reserve the right to charge for ingredients and materials, or require them to be provided, if the parents/carers have indicated in advance that they wish to own the finished product.

### **Lost Items, Damage**

Parents/carers are expected to replace or pay for lost items of school equipment or books. Parents/carers will be charged for wilful damage carried out by their child to the school building, furniture or other property.

### **Insurance costs**

For each visit a charge will be made to cover the insurance.

### **Optional Extras**

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

### **REMISSION**

The Governing Body may wish to remit in full or in part, the cost of activities for particular parents/carers, for example, in the case of family hardship e.g. families in receipt of:

- Income Support
- Income-based Jobseekers Allowance

- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual gross income that does not exceed £16,190;
- the guarantee element of State Pension Credit
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

When arranging a chargeable activity such parents/carers are invited to talk to the Head Teacher in confidence to discuss the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for any such remission.