Ashfield Junior School

Inspiring our children to dream big, be extraordinary and to change the world

Charging and Remissions Policy

Date agreed: October 2026

Date of next review: October 2027

Introduction

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

The policy has been informed by A Guide to the Law for School Governors and DfE and local authority guidance on charging for school activities. Parents, pupils, staff and the local community were consulted in formulating the policy.

This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies and that the information is available for parents:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example an educational visit to support classroom learning. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example clubs and theatre trips. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions. As much notice as possible will be given to parents of the activity and the charge.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Resource and Personnel Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.