

Elmgrove Primary School and Nursery

Charging & Remissions Policy

Updated: May 2026
Next review: May 2027
Approved by the Governing Body: 18 th May 2026

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

Article 2: Non-discrimination - Every child has the right to be treated equally and protected from discrimination of any kind.

Article 12: Respect for the views of the child - Children have the right to express their views freely in all matters affecting them.

Article 28: Right to education - Every child has the right to a quality education and equal access to learning opportunities.

Article 31: Right to relax, play and take part in cultural and artistic activities - Children have the right to rest, play, and participate in cultural and creative activities.

The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers' ability to pay.

SCHOOL MEALS

Thanks to the Mayor of London, all school meals are currently free for the foreseeable future. If this changes, there will still be no charge for pupils who are entitled to free school meals or those covered under the Universal Free School Meals scheme. However, pupils who do not qualify for free school meals will be again required to pay a set charge.

ACTIVITIES

In the event of activities organised by the school **during school hours**, parents will be expected to pay for the following: individual or group music tuition; the board and lodging element of all residential visits; activities arranged by a third party such as a travel agent or tour company.

Charges will be made for optional courses or activities, which fall **wholly or mainly outside school hours** (this does not include any activity that is required by the National Curriculum or to fulfil statutory duties relating to Religious Education). Charges made for such activities may include an element for:

- pupils' travel costs
- pupils' board and lodging costs
- materials, books, instruments or other equipment
- additional staffing costs incurred
- entrance fees to museums,
- theatres tickets
- insurance costs

INABILITY OR UNWILLINGNESS TO PAY

The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no pupil is excluded from an activity because the parents/careers of that child are unwilling or unable to pay.

The identity of the pupil or parents of pupils who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

EXEMPTION

There is an exception to the rule about not charging for activities in school hours. Charges will be made for teaching either an individual pupil or pupils in groups to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

LATE COLLECTIONS

A charge will be made for supervising any child who is not collected after 15 minutes of the usual collection time (3.15 pm); this will be £5 per 15 minutes, charging starts from 3.25 pm. Any charges will need to be paid on the day they are incurred.

BREAKAGES, MALICIOUS DAMAGE OR LOSS

In case of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. In case of financial difficulties, parents should contact the headteacher.

Any musical instruments that are hired via the school that are damaged or lost must be replaced by the pupil at the parent's own cost.

STAFF CHARGING

Wherever a salary or expenses overpayment has occurred, the Board of Trustees will decide on a case-by case basis on how the overpayment will be cleared e.g., repayment, working additional hours etc. If staff lose or recklessly damage property which they have signed to look after such as laptops, iPads or work mobile phones, they will be liable for the full and immediate replacement cost which will be deducted from their next month's salary.

ADMINISTRATION COSTS

The school reserves the right to charge an admin fee, no greater than £15 for the drafting of official letters/documents. The decision to write/complete an official letter/document is at the discretion of the Head.

Subject access file requests will be charged on individual cases, where the files are excessive, a payment towards the admin time, paper and printing costs will be levied.

Charging guide as follows:

- £5 for items requiring just a signature/school stamp
- £10 letter of attendance
- £15 form completing or more complex documentation

Please note that any items that are requested out of term when the office is closed, are charged at the maximum rate of £15 per item

VOLUNTARY CONTRIBUTIONS

Contributions may be requested for activities during the school day which entail additional costs, e.g. entrance

to museums, the cost of a coach or other transport. The cost of this requested contribution will be published at the time. To help with affordability, we will communicate possible costs well in advance and facilitate payment by small, regular instalments where possible. No pupil will be excluded from taking part due to non-payment or partial payment. However, if we are unable to collect sufficient contributions, unfortunately, the visit may not be able to go ahead.

REMISSIONS

Pupils whose parents/carers receive benefits* (or are otherwise in serious hardship) may be entitled to remission of charges. Remissions may be made *in part* or *in full*. The headteacher and governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

REVIEW

This policy will be reviewed in accordance with the review schedule.

* Relevant benefits:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- 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)

Approved by Full GB – 18th May 2026