



Elton Primary School & Nursery

Charging and Remissions Policy

In our school, the wellbeing and education of all our children comes first

FGB	Spring 2025
Review	Spring 2026

1. Introduction

We do not charge for any activity undertaken as part of the National Curriculum. The Governors and staff of this school believe that ideally no child should miss an opportunity to share in any of the learning experiences, which we provide because of lack of funding.

2. Voluntary Contributions

2.1 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to either subsidise or cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we aim to allow the child to participate fully in the trip or activity. Sometimes the school pays the additional costs in order to support the visit.

2.3 The following is a list of additional activities organised by the school, where a request for voluntary contributions from parents is made. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums,
- Sporting activities which require transport expenses,
- Outdoor adventure activities,
- Visits to the theatre,
- Educational visits,
- Visiting theatre groups, poets, artists, musicians, etc.

3. Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education provided. However, we do make a charge to cover the costs of activities, board and lodging and for transport. Parents who receive benefits or free school meals are not required to contribute towards the board and lodgings of residential trips but may wish to donate towards the travel costs and voluntary contributions may be requested.

4. Music Tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this. We do offer additional individual music lessons to pupils, outside of curriculum hours – there is a charge for these lessons.

4.2 Where we are able to provide individual or group music tuition that is not part of the National Curriculum a charge will be made. Peripatetic music teachers teach individual or small group lessons. A charge is made for these lessons, which take place within or outside normal school hours subject to the parents/carer requesting the tuition. Parents will be advised accordingly about additional music tuition.

5. Swimming

At several stages during Key Stage 2 all children are provided with the opportunity to attend swimming lessons. These take place in school time and are part of the National Curriculum. We make no charge for this activity but do request a voluntary contribution towards transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6. After School Clubs

The school offers various after school clubs and activities, where these are independently run and organised a fee is payable for the sessions.

7. School Lettings

Parts of the school are available for letting as per the terms of the letting agreement. The school has adopted the letting charges as defined by the local authority.

8. Charging Principles

- Parents have a right to know how each trip is funded. The school will provide this information on request.
- The total cost of the trip or visit includes all reasonable costs required to ensure that the trip is both financially viable and can operate safely. Such costs could include additional teaching and/or support staff. Volunteer, teacher or support staff's travel, board and lodging costs where required to support the visit.
- The school will offer an instalment payment option for residential visits based upon set amounts being paid against a defined timescale. This information will be included in the initial letter to parents.
- Any disabled child should not be financially disadvantaged in respect of a school trip or visit. Any additional costs should be funded from the main school budget and not be attributable to the individual trip/visit.

9. Cancellation Charges

Whenever parents are asked to make a voluntary contribution to school trips or visits, the contribution may be non-refundable if the child is unable to attend the activity. This will always be made clear to parents when requesting the contribution. Non-refundable contributions will apply when the school has to pay costs in advance of the trip or visit, such as pre-paid tickets or pre-booked transport.

When new community lettings are agreed, cancellation charges will be agreed with the community groups and written into the letting agreement.

10. Equal Opportunity

Refer to the school's Equality and Equal Opportunities Policies.

