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Elsworth CE (A) Primary School
Charging & Remissions Policy
September 2025

Introduction

At Elsworth C of E Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Governing Body recognises that the legislation prohibits mandatory charges for the following but in certain instances the Governors can request voluntary contributions as noted below:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education which is not part of the National Curriculum provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary contributions may be requested.
- Education provided on any trip that takes place outside school hours that is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school to accompany children on a residential trip.
- Transport provided in connection with an educational trip that is outside the National Curriculum. However, Governors have agreed that Voluntary contributions may be requested.

Voluntary Contributions

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

If a parent wishes the child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following list of additional activities, organised by the school, requires voluntary contributions from parents/carers. These activities are designed to enrich our curriculum but are regarded as “optional extras”.

- Visits to attractions or educational centres which link to curriculum areas or topics and will enhance learning
- Outdoor adventure activities
- Educational organisations who lead curriculum days in school
- Musical events
- Sporting activities which require transport expenses
- Visits to museums
- Visits to theatres

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education relating to the National curriculum, we do not make any charge for the educational element. However, parents/carers are obliged to at least pay for the residential element of the trip, and we also ask for contributions to cover the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Music Tuition

All children study music as part of the National Curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

Remissions Policy

Those parents in receipt of benefits or experiencing financial hardship may be offered assistance in paying for a trip or a more flexible payment plan in order that their child can participate in the activity.

The Headteacher is always available to discuss individual circumstances.