

# Shelton Junior School



## Charging & Remissions Policy

<p><b>Headteacher Approval</b></p> <p><i>JPBacon</i></p> <p><b>Name:</b> Mr Jon Bacon</p> <p><b>Date:</b> 12/03/2026</p>	<p><b>Governor Approval</b></p> <p><b>DELEGATED TO HEADTEACHER</b></p>	<p><b>Shelton Junior School</b></p> <p><i>Charging &amp; Remissions Policy</i></p> <hr/> <p>Last Reviewed: March 2026 Review date: March 2027</p>
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Shelton Junior School endorses the principles of the 1988 Education Act in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place, wholly or mainly (50% or more) during normal teaching time. Non contribution would not prejudice a pupil's place; however, unless most parents were prepared to make a contribution, the school may have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum.

The full cost of replacing lost or damaged reading books, library books or exercise books will be passed on to parents and carers. Breakfast Club and some after school clubs (where there are costs we need to cover) will also be charged to parents. This will not be at a profit to the school.

Where an activity is residential the consequent cost of residency will be charged to the parents or legal guardian.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

Where a voluntary contribution is requested there is no obligation to contribute and no pupil will be excluded for non-payment, but it may be necessary to cancel a trip or activity if there are not enough contributions to meet the costs. We are able to charge for events that occur wholly or partly outside school hours. Pupil premium will be used to support school organised activities.

The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs.

## **Where charges cannot be made**

Below we set out what the school cannot charge for:

### **Education**

Admission applications

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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school

- Religious education

Entry for a prescribed public examination if the pupil has been prepared for it at the school

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### **Transport**

Transporting registered pupils to or from the school premises, where the school has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

### **Residential visits**

Education provided on any visit that takes place during school hours

Education provided on any visit that takes place outside school hours if it is part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

### **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

A paper copy of any information on our school website can be provided free of charge. Please request by contacting the office.

## **Freedom Of Information Requests Charges**

Schedule of charges under Freedom of Information Publication Scheme

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying/Printing @ 10p per sheet	Actual cost 10p
	Photocopying/Printing @ 50p per sheet	Actual cost 50p
	Postage	Actual cost of Royal Mail standard 2nd class
<b>See our Charging and Remissions Policy for more details</b>		

Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.

Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

## **CHARGING AND REMISSIONS**

<b>ISSUES</b>	<b>POLICY</b>
A Residential Courses in school time – with Board and Lodgings costs and any entrance	Parents required to meet full cost.
B Activities outside school hours not within the National Curriculum	Parents required to meet full cost.
C Individual Instrumental Music	School may bring outside tutors in, within school at a charge to parents. However, if part of National Curriculum, or a prescribed public examination, parents cannot be charged.
D Ingredients/materials for practical subjects	Parents encouraged to provide materials for practical subjects, but no child must be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay.
E Lost school equipment, books etc.	Parents may be expected to replace or purchase items of lost property.
F Breakages and damages to school buildings, furniture or property	Parents to be made aware that willful damage to school buildings or property may be charged to parents by the school.
G Excursions during school day	Voluntary contributions requested. If 95% of funds not received, excursion will be cancelled.