Knowsley Junior School

Charging & Remissions Policy



2026

Adopted & ratified by full governing body: June 2026

Next review due: June 2027

Dovestone
LEARNING PARTNERSHIP

Knowsley Junior School

Charging and Remissions Policy

Introduction

This policy has been formulated in accordance with the objectives of the charging provision laid down in the 1996 Education Act.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The governing body of the school is responsible for determining the content of the policy and the headteacher is responsible for implementing it. Any determinations with respect to individual parents will be considered jointly by the headteacher and governing body.

Prohibition of Charges

The governing body of the school recognises that the legislation prohibits charges for the following:

- 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 that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments, if the tuition is required as part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resit(s), if the pupil is being prepared for the resit(s) at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.

- Transport that enables pupils to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the school prospectus and will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

- Board, lodging, activities and transport on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  a) travel
  b) materials and equipment
  c) non-teaching staff costs
  d) entrance fees
  e) insurance costs
- Individual tuition in the playing of a musical instrument
- Resits for public examinations where no further preparation has been provided by the school
- Costs of non-prescribed examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee, unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extracurricular activities and school clubs.

Remissions

Where the governing body has determined to charge for board and lodging on a school trip, the following paragraph must be included:

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

a) Income Support
b) Employment support Allowance
c) Support under part VI of the Immigration and Asylum Act 1999
d) Universal Credit

Account will be taken of any revision to the amount, as advised by the Authority.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

a) School trips to cover the costs of transport and admissions.
b) A proportionate share of the cost of visits to school by, for example, Portals to the Past etc.
c) To defray the costs associated with Christmas productions etc.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

a) That the contribution is genuinely voluntary and a parent is under no obligation to pay
b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

If sufficient income to cover the cost of the visit or event is not raised by parental contribution, the school reserves the right to cancel the trip or event.

Voluntary contributions will be used to:

- cover transport costs
- cover admission costs
- cover a proportionate share of the charges made by third parties when providing new and different experiences for the children in school.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Communications from families regarding financial support	Personal hardship circumstances Request for financial support	To ensure families are supported accordingly with any school fee	HT Office Staff Governing Board	Electronic records CPOMS	Stored accordingly for child's time at school

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	