

Whitstable & Seasalter Endowed Church of England (Aided) Junior School



Charging & Remissions Policy

This policy reflects our schools' vision

LET YOUR LIGHT *Shine*
Matthew 5:14-16

Love ★ **Joy** ★ **Goodness** ★ **Resilience** ★ **Trust**

Reviewed	May 2026
Date of Next Review	May 2027
Headteacher Signature	<i>EM Taylor</i>
Chair of Governors Signature	<i>A.G. Maxted</i>

This Policy was approved at a meeting of the Governing Body on 12 May 2026

The Governing Body recognises that as a result of the Education Act 1996 Section 457, there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited except in certain circumstances at the discretion of the Governing Body.

Guidance has been taken from the DfE and refers to the following legislation:

- The Education Act 1996
- The Welfare Reform Act 2012
- Children and Families Act 2014

The Governing Body aims to provide all pupils with an equal opportunity to benefit from school activities, both within the school, the curriculum and outside of it, regardless of their family's financial status. This policy sets out our approach to charging and remissions and is informed by guidance provided by Government.

It is our intention to ensure transparency in setting charges and that all pupils are able to access all of the provision on offer.

CHARGING POLICY

School Admissions

The Act prohibits any kind of charge relating to a student's admission to school, or of parents' ability to contribute in any way to the school, being considered.

1. **Visits designed to fulfil a statutory requirement (eg any requirements of the national curriculum, religious education)**

Education is provided free of charge during school hours. Charges will not be made for these Learning Outside the Classroom experiences including transport or Learning Outside the Classroom which is directly related to a statutory aspect of the National Curriculum.

- We may however, in both circumstances, ask parents to make a voluntary contribution towards such learning but no pupil will be treated differently according to whether or how much their parents have contributed. Any voluntary request will not exceed the actual cost divided equally by the number of pupils participating.
- However if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, the school reserves the right to cancel the visit.

2. **Class Trips inside the Normal School Hours not deemed to fulfil a statutory requirement**

- 2.1. If 50% or more of the visit (including travel) is within school hours (school hours do not include the normal midday break) – the visit is deemed to be in school time. Therefore no charges will be made for either activities or transport.
- 2.2. However, voluntary contributions may be requested from the parents for such trips but no pupil may be treated differently according to whether or how much their parents have contributed. Any voluntary request will not exceed the actual cost divided equally by the number of pupils attending.
- 2.3. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, the school reserves the right to cancel the visit.

3. **Class Trips outside the Normal School Hours not deemed to fulfil a statutory requirement**

If 50% or more of the visit (including travel) is outside of the school hours (school hours do not include the normal midday break) – the visit is deemed to be out of school time. Therefore the full cost of the visit may be charged, any remission of charges is at the discretion of the school/governors.

4. **Residential Trip – Deemed to be in School Time**

4.1. If the number of half-day school sessions missed are 50% or more of the number of half-days taken up by the visit including travel, the visit is deemed to be in school time.

4.2. If the residential trip is deemed to be in school time, no charges may be made for either activities or transport. The actual cost of board and lodging of a residential visit may be charged but must be remitted in full for families in receipt of specified benefits. *Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The guarantee element of Pension Credit, Child Tax Credit provided they are not also entitled to Working Tax Credit and whose annual gross income is no more than £16,190, Working Tax Credit run-on – paid for four 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 as assessed by earnings from up to three of your most recent assessment periods (after tax and not including any benefits you get).*

These eligibility criteria are aligned with free school meal eligibility.

4.3. However, voluntary contributions may be requested from the parents for transport and activities but no pupil may be treated differently according to whether or how much their parents have contributed. Any voluntary request will not exceed the actual cost divided equally by the number of pupils attending. In some circumstances, parents or carers may be asked to use their own vehicle to transport their children if cost of transport is prohibitive.

4.4. If there is insufficient voluntary contributions towards the cost of the coach the trip will not take place.

5. **Residential Trip – Deemed to be Outside School Time**

5.1. If the number of half-day school sessions missed are 50% or less of the number of half-days taken up by the visit including travel, the visit is deemed to be outside school time.

5.2. If the residential trip is deemed to be out of school time, the full cost of the visit may be charged including transport. Any remission of charges is at the discretion of the School/Governors.

6. **School Meals**

There is no charge for children who are entitled to free school meals (FSM). Pupils who are not entitled to FSM will be charged at a set amount of £3.00 per meal (from September 2026) decided by the Governing Body of the school. Any remission of charges is at the discretion of the School/Governors. Charges for school meals will be reviewed annually.

7. **Lighthouse Keeper's Club**

The school runs a breakfast and afterschool club, known as the Lighthouse Keeper's Club.

- The breakfast sessions run from 7:30-8:45 am and parents are charged at £5.00 per child, per session.
- The afterschool session runs from 3:20-6:00 pm and parents are charged £10.00 per child, per session.

Any remission of charges is at the discretion of the School/Governors.

This is dependent on the school's Pupil Premium Provision Plan and will be reviewed every two terms. Parents and Carers of pupils who fall into this category will be notified with sufficient time of this benefit being withdrawn. Charges for these sessions will be reviewed annually at the start of every Financial Year and any update in prices clearly advertised on the School Website and communicated to parents.

8. **Music Provision**

- Charges will not be made for class music tuition during school hours.
- Music tuition is offered by independent music teachers not employed via the school. Financial arrangements are between the parents and the provider.

9. **Language Provision**

- Charges will not be made for class language tuition during school hours.

- Language tuition is offered by an independent language teacher not employed via the school. Financial arrangements are between the parents and the provider.

10. Cycle Training

Cycle training is offered and delivered by independent teachers not employed via the school. Charges will be passed on to parents. Any remission of charges for pupils entitled to pupil premium is at the discretion of the School/Governors.

11. Damage to Property and Breakages

- Parents may be asked to pay the cost of any damage resulting from a pupil's misbehaviour.
- Parents may be asked to pay for the replacement of any lost or damaged materials in the care of the pupil.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

12. Remissions and concessions

12.1. The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Child Tax Credit (where the person is not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HMRC)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if applied on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits they may have)

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

12.2.

12.2. Pupils who are eligible for Pupil Premium, the school will give consideration to the remission of charges for the Lighthouse Keeper's Club.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils; this will be determined by the Governing Body and Headteacher.

13. Voluntary contributions

The School and Governing Body may ask for voluntary contributions to the school for the benefit of the school or to fund any school activities that will enrich our pupils' education.

- There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.
- Where voluntary contributions are made, the total collected will not exceed the cost of providing the activity. Furthermore, no parent will be asked to subsidise the cost of other students who are unable to contribute; the cost of those pupils remitted from charging will be met by funds available to the school.
- In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

In some circumstances, parents and carers may be offered the opportunity to make a further voluntary contribution towards the cost of trips for other families who may not be able to pay the full amount of those trips. Any such contribution made will be kept confidential to provide anonymity for the generosity towards those in need. An additional paragraph will be included in such letters providing this option.

14. Inability or unwillingness to pay

We are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

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

REVISIONS TO POLICY	
DATE	DETAIL OF REVISION
March 2023	Clause 4.3 – added 'activities' to sentence and an additional sentence at the end of this clause
	Clause 6 – Dinner money prices updated
	Clause 13 – Changed wording of first paragraph and additional text added.
March 2024	Clause 6 – Dinner money prices updated (from September 2023)
	Clause 7 – Charges for LHKC to be increased from 1/4/2024
March 2025	Front Page – Signatories and dates updated
	Clauses 6 and 12.2 – Wording removed in relation to half price PP school meals
May 2026	Clause 6 - Clause 6 – Dinner money prices updated (from September 2026)
	Clause 7 – Charges for LHKC to be increased from 1/9/2026
	Removal of Clause 15 as 'Governor's Hardship Fund' no longer exists.