



Everyone can shine

Charging and Remissions Policy

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SHELF JUNIOR AND INFANT SCHOOL

CHARGING POLICY



Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions

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, we may 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.

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 do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

The following is a list of some additional activities organised by the school, for which voluntary contributions may be requested. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums and specialist centres;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- transport costs
- visits to the theatre or visits by theatre companies;
- musical events.

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 ask for donations to cover expenses. However, we do make a charge to cover the costs of **board and lodging**. Some additional funding, for example through charities, can be requested by school for families who receive state benefits. If parents are able to prove that they are in receipt of specific benefits (outlined in Appendix 1), then they will be exempt from paying the cost of board and lodging.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. A charge is made for these lessons.

Swimming

The school organises swimming lessons for children for at least one academic year during the pupils' years in Key Stage 2. These take place in school time and are part of the National

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Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Clubs

School offers additional activities both before and after school hours. We may make a small charge for some of these sessions.

Website

If a parent requests a paper copy of the information on school's website, school must provide this free of charge.

Last review: September 2025

Next review due: September 2026

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Appendix 1

Residential Visits

In receipt of the following benefits exempt from paying the cost of board and lodging on residential trips:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14 – please note this figure may change annually);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008;
- any other benefit which may be deemed to be proven relevant by the school after consultation with external professional organisations.