Elevate Learning Federation

Drighlington and Robin Hood Primary Schools

Adopted by Elevate Learning Federation

Governing Body on 25th June 2026

To be reviewed by Governors in June 2028

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.

- have robust, clear processes in place for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will and will not be made
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

Definitions

Charge: a fee payable for specifically defined activities
Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Executive Head is responsible for ensuring staff are familiar with the Policy, and that it is being applied consistently.

Staff are responsible for:

- implementing the policy consistently
- notifying the Executive Head / Head of School of any specific circumstances which they are unsure about or where they are not certain if the policy applies

We provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers are expected to notify staff or the Head of School of any concerns or queries regarding the policy.

Where charges cannot be made

Below we set out what we **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 or Religious Education, or a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- 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 local authority (LA) has a statutory obligation to provide transport

- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

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 or Religious Education, or a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **can** charge for.

Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras and Music and vocal tuition, in limited circumstances (see below)
- Certain Early Years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional extras

- Education provided outside of school time that is not part of the National Curriculum or Religious Education, or a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as wraparound care)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential trips
We charge for board and lodging on residential visits. The charge for board and lodging does not exceed the actual cost.
We charge for activities outside school hours that are not part of the National Curriculum.
The remaining charge is a voluntary contribution. Without each voluntary contribution, the residential trip would need to be cancelled.

Voluntary contributions

As an exception to the requirements set out above, we ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include school trips, sports activities, practical cookery lessons.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for

Charges are for staffing, resources and building costs.

The school will charge for the following activities: wraparound care (whether mornings or after school); extra-curricular activities (eg after-school clubs, music tuition); and Nursery provision
We may also apply a charge for collecting a child late. In such a case, and if the child is collected late by a childminder, the charge is applied to the parent/carer.

For regular activities, the charges for each activity will be determined by the Executive Head and reviewed in Summer term each year. Parents/carers will be informed of the charges for the coming year.

Remission

In some circumstances, we may not fully or partly charge for items or activities set out in this policy. This will be at the discretion of the Head of Federation and will depend on the activity in question.

How to pay

Parents/carers can pay online payment or by cash.
Parents/carers are responsible for ensuring payments are made on time and for keeping personal account details up to date.

Payment timeframe

To keep things running smoothly, we ask that all fees are paid on time. The table below sets out a typical timeframe for payments (see 'Exceptional circumstances' for exceptions) and also sets out what we do if there are outstanding payments:

Wraparound care (whether mornings or after school)		**School dinners**	**Nursery**	**any other charges**	**After-school clubs**
Payments should be made…					Payments must be paid for at the time of booking to reserve a place.
…within the current half-term	…	…in advance	…within the current half-term.	Varies	
If payment is outstanding…					
…we will not provide wraparound care in subsequent half-terms		after one week with reminders, no further lunches would be provided	…provision will be reduced to universal 15 hours	varies, but it's likely that any linked service will be withdrawn	
…and debts are referred to Leeds City Council's Debt Recovery Team.					

This includes outstanding charges if a child has been collected late.

Any money paid towards another provision or service, such as residential trips, may also be transferred to pay off a debt.

Withdrawal of the service

To support families and maintain clear communication, we issue a minimum of two reminders as follows:

- **First reminder:** This will:
  - summarise the outstanding balance;
  - provide instructions for making payment;
  - include a warning that non-payment may result in withdrawal of the service.
- **Second reminder:** This will
  - inform parents/carers that if full payment is not received by a certain date, the service will be withdrawn until the balance is cleared
  - inform parents/carers that the debt will be referred to LCC debt collection team (unless some sort of payment plan is agreed – see exceptional circumstances section, below)

Withdrawal will remain in place until the full outstanding balance is paid. Once payment is received, we will reinstate the service, subject to availability.

Reminders will be issued or confirmed via Arbor.
We will keep a record of reminders, correspondence, and actions taken.

Exceptional circumstances

In some circumstances (eg if there have been incidents of late or outstanding payments previously), we may expect payments to be made for services on a daily or weekly basis, or that payments are made in advance. This is to ensure fairness for all families and/or to support families to avoid building up further outstanding payments.

We recognise that families may occasionally face financial difficulties. Parents/carers experiencing hardship are encouraged to contact the school office as early as possible to discuss alternative arrangements or to access available support. We may agree a temporary payment plan at our discretion.