



Charging and Remissions Policy
EASTERN GREEN JUNIOR SCHOOL

September 2025
Academic Year 2025-26

Head Teacher: Sara Brown

Designated Safeguarding Lead: Sara Brown (Headteacher)

Deputy Designated Safeguarding Lead: Naomi Albans (Assistant Headteacher) Becky Colbourne (Assistant Headteacher) George Higginson (Pastoral Lead) Michelle Pritchard (Higher Level Teaching Assistant)

Named Governor for Safeguarding: Cara Hooper

Chair of Governors: Cara Hooper

Vice Chair of Governors: Mark Spafford

Designated Lead for Looked After and Previously Looked-After Children: Sara Brown (Headteacher)

Early Help Assessment Co-ordinator: Fiona Smith

Local Authority designated officer: Kirsty Whiltshire Lado@coventry.gov.uk

Safeguarding in Education Adviser: Charlotte Hegarty charlotte.hegaty@coventry.gov.uk

MASH: MASH@coventry.gov.uk or 024-76788555

MASH Education Representative: Claire McElroy claire.mcelroy@coventry.gov.uk

Prevent: Prevent@coventry.gov.uk

Emergency Duty Team: 024 7683 2222



Charging and Remissions Policy

Date: September 2025

Review date: September 2026

Introduction

All the education provided during normal school hours is at no charge to pupils. However, there are occasions when charges need to be made to support some activities.

School trips and voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school often funds/subsidises a range of experiences without any cost incurred to parents. For some activities the school invites parents and carers to contribute to the cost. **All contributions are voluntary.** However, if the school does not receive sufficient voluntary contributions, a trip may be cancelled. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. These children are not treated differently from any others.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, there is no charge made for the education received or travel expenses. However, the school asks for a voluntary contribution to cover these costs. There will be a charge to cover the cost of board and lodging.

Parents and carers who receive the following state benefits are exempt from this charge:

- Universal Credit in prescribed circumstances;
- 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);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

If the school cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

Music tuition

All children study music, provided by external music specialists, as part of the normal school curriculum. There is no charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by external music teachers. There will be a charge for these lessons based on rates agreed with the music providers. Parents and carers are given information about additional music tuition at the start of each academic year.

Cycling Lessons

Pupils in Year 5 are offered the opportunity to take part in child cycle training. There is a charge for these lessons as these are an additional activity and not part of the National Curriculum.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. There is no charge for this activity. However, parents are asked to make a voluntary contribution for transport costs. Parents and carers are informed when these lessons are to take place, and written permission is sought from parents or carers for their children to take part.

Extra-curricular activities

The school offers a wide range of extra-curricular activities. A charge is made for those sessions organised and run by external coaches/ instructors and to cover the cost of resources used.

Parents on low incomes and in receipt of the benefits listed above, should contact the Headteacher to discuss the support/options available when being asked for voluntary contributions/charges towards the cost of school activities.

Office use only:**Voluntary contribution in letter**

If insufficient voluntary contributions are raised then this trip may have to be cancelled.