The Park Federation Academy Trust
James Elliman Academy

Charging and Remissions Policy
2026 - 2027

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Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Helen Abell
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Date of review	August 2028

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Section 1: Introduction

The Park Federation Academy Trust sets out when an academy might charge a parent or carer for activities undertaken by a pupil and how these charges might be remitted. This policy applies in all its academies, including James Elliman Academy.

Section 2: Charges

Education provided by the Trust is free of charge, if it takes place wholly or mainly during school hours.

If the number of places available for a particular activity is limited, the Academy Council reserve the right to decide which pupils should be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.

Activities which take place mainly outside normal school hours are deemed "optional extras" (e.g. Breakfast Club) and the Academy Council reserve the right to charge to meet the cost of the provision of these activities.

When an activity takes place during and partly outside school hours, the Academy Council reserve the right to implement these conditions:

2.1 Day Visits/Visitors

Where a whole class will experience a visit that will enhance, enrich and bring relevance to the curriculum, then the Academy Council or board of directors reserves the right to ask for voluntary contributions. If insufficient voluntary contributions are received, the Academy Council and board of directors reserves the right to cancel the visit. No children will be excluded from the visit if their parents cannot or do not wish to make a contribution.

2.2 Residential Visits

Any venue selected must accept all the children of that age group. The Academy Council or board of directors reserve the right to charge directly to the parents the costs of travel, board and lodgings as the activity involves nights away from home. They also reserve the right to ask for voluntary contributions for all remaining costs, e.g. materials, books and equipment, entrance charges to facilities, and insurance. As in Day Visits, if insufficient voluntary contributions are received, the Academy Council or board of directors reserves the right to cancel the residential visit.

Should the visit be outside normal school hours e.g. during holidays then the Academy Council or board of directors reserve the right to charge the parents for all the costs.

2.3 Cooking/Craft

The Academy Council and board of directors reserves the right to charge for the cost of materials or ingredients.

2.4 Music

Should extra musical tuition be provided beyond the normal school musical activities or provision by the Local Authority, the Academy Council or board of directors reserves the right to charge for such tuition or costs.

2.5 Damage to Property

The Academy Council or board of directors reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

2.6 Out of hours clubs

The current charge for Breakfast Club is £3.00. 'Out of hours' activities which are provided by external organisations or coaches will charge pupils at their own rate. These figures are revised on an annual basis.

2.7 Refunds and repayment

When a pupil has paid for an Education Visit but is unwell and not able to take part in the trip, the amount paid will be reimbursed. It will be paid back to the parents in the same method it was paid to the school.

Section 3: Remissions

The Academy Council or board of directors may be able to provide financial support for children in difficult family circumstances or hardship, to attend day or residential school journeys. The Academy Principal at James Elliman Academy will present such cases to the Academy Council or board of directors for consideration, when they arise.

Parents, who would like their case to be considered by the Academy Council or board of directors should apply to the Principal/ head of school in writing.