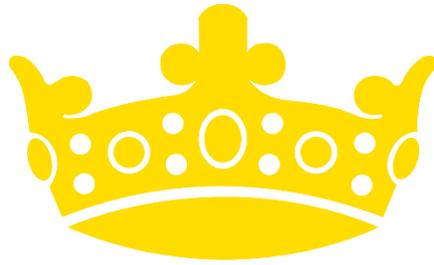


# Manorcroft Primary School



## Charging & Remissions Policy



## Charging & Remissions Policy

### 1. Aims:

Our school aims to:

- 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 be made

The school wants to provide a range of experiences to enrich and extend pupils' learning and contribute to their personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. However, some of these activities have an associated cost which is not covered by the school's funding and therefore cannot be provided unless voluntary contributions are received, or parents are charged.

The school day is defined as 8.55am - 3.15pm (the midday break does not form part of the school day).

### 2. Legislation & Guidance:

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

### 3. Definitions:

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

### 4. Roles & Responsibilities:

The Governing Body has overall responsibility for approving the Charging & Remissions Policy.

### 5. Where charges cannot be made:

- No charge will be made in respect of admission to the school.
- No charge will be made for activities which are a necessary part of the National Curriculum (including Religious Education), which take place wholly or mainly during school hours, except in the case of requested individual music tuition.
- No charge will be made for entering a pupil for any prescribed public examination for which the pupil has been prepared by the school.
- No charge will be made for transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

### 6. Voluntary Contributions:

Voluntary contributions may be requested to help with providing some activities, even though they may be part of the normal school day or part of the National Curriculum. For example:

- *swimming lessons*
- *materials, ingredients or equipment for specialist activities such as Art, DT or Science*
- *educational visits off-site*
- *workshops on-site*

The contribution will be voluntary, and no pupil will be prevented from participating because his/her parents cannot or will not contribute. However, if sufficient contributions are not received, the activity may be cancelled. Parents will be advised of this when a voluntary contribution is requested.



## 7. Where charges can be made:

The Governing Body reserve the right to make a charge for the activities and items listed below:

- Education provided outside of the school day that is not part of the National Curriculum.
- Music tuition if it is not required by the National Curriculum and is provided for an individual pupil or for groups of children. The cost of instrumental tuition provided by external music services on site is charged by the relevant provider with whom parents must make their own arrangements.
- Trips which are not part of the school curriculum or are outside of the school day, including the board, lodging and transport element of approved residential visits.
- Any materials, books, instruments or equipment, where the pupil's parent wishes him/her to own them.
- Optional extended day services offered to pupils (such as breakfast club, after-school club, extra-curricular activities). Participation will be on the basis of parental choice and a willingness to meet such charges as are made.
- Damage to school property such as a broken window, or a defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Use of community facilities (see Lettings Policy).

## 8. Calculating Charges:

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. When calculating costs, 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, accommodation and utilities*
- *non-teaching staff*
- *teaching staff engaged under contracts for services purely to provide an optional extra*

There will be no levy on those who contribute to support those who cannot or will not pay. Support for cases of hardship will come through external voluntary contributions and fundraising. Parents who would potentially qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## 9. Remissions:

In some circumstances the school may wish to remit in part, or full, the cost of items or activities set out in section 7 of this policy, or where a voluntary contribution has been requested. This will be at the discretion of the Governing Body and will depend on the activity in question.

The Governing Body reserves the right to make a partial or full remittance for the cost of board, lodging and transport costs associated with approved residential visits when the parents of a pupil are in receipt of:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 HMRC) does not exceed the limit in the particular financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

**Policy Agreed:** October 2019  
**Review Date:** Autumn Term 2021