

# Manor Park

# Primary School



## Charging & Remissions Policy

DATE OF LAST REVIEW:	MARCH 2025
SHARED WITH STAFF:	MARCH 2025
SHARED WITH GOVERNORS:	MARCH 2025
FREQUENCY OF REVIEW:	ANNUALLY
DATE OF NEXT REVIEW:	MARCH 2026



The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make to a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

### **Voluntary Contributions:**

- There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions therefore can be used to subsidise the parents of pupils who are unwilling or unable to pay the charges made and to pay the travel and accommodation costs of accompanying teachers or adults. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether their parents have made any contribution in response to the request or invitation.

### **Permitted Charges:**

- Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made with respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LEA and school's remissions policy). Parents will be charged for the following activities:
- Board and lodging on residential visits during school time. A cancellation policy is in place whereby if a parent agrees to their child taking a school trip and then cancels at a later stage, the deposit will be retained by the school unless the place can be filled. If the school is still charged for an activity by an outside provider and the place cannot be filled the parent may be charged for the full cost or any part which the school would have to pay.
- If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When is an activity held in school hours?

- A day visit is in school hours if:
- 50% or more of the total time (including travelling) occurs in school hours.
- School hours do not include the normal midday break.

A residential visit is in school hours if:

- The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).
- A school session equates to a registration session (i.e. 2 per day). A half-day is a 12 hour period ending at midday or midnight.
- Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is required by the National Curriculum when the cost will be subsidised to the limit of delegated funds).
- Cost of loan of the school's equipment and instruments.
- Before and after school care and Nursery Day Care.
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education including the full costs of residential activities.
- Ingredients or materials where parents have indicated in advance a wish to own the finished product.
- Deliberate damage to property and equipment (as set out in the Discipline Code).
- Stationary items/publications as sold via the school office.

## **Remissions Policy**

- Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for pupil premium shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings. Where possible a part contribution will be requested from parents seeking remission, initially 50% of full charge.
- Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.
- Charges will be remitted in the following situations:
- Cases of hardship determined by the governing body. Where possible a part contribution will be requested from parents seeking some remission, initially 50% of full charge. In cases of hardship then the Headteacher will have the discretion to provide additional remission from the funds or if these have been exhausted, from the Head's contingency. This matter should be treated in confidence.

## **Voluntary Contributions**

- Parents may be invited to provide for their children with materials in order to release resources from the school budget for other purposes, but no student will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.
- Parents will be informed of activities which cannot be funded without voluntary contributions.
- The contribution required for any activity to take place will be made clear in all communication
- There will be no obligation to contribute.

- No pupils will be omitted from the activity because of their parents' unwillingness or inability to contribute in this way.
- If parents are reluctant to support the activity, it may not take place.
- A nominal charge will be asked for to cover the costs of transport to and from swimming.

### **Charges for Music Tuition**

- The Governors' Finance Sub-Committee will review the charges for music tuition annually in March for implementation in September.
- The contract agreement signed by Parents/Guardians and the Head of Music states that the tuition is booked for a full year and can only be cancelled in writing giving at least ½ term's notice.
- Students whose parents are in receipt of specific benefits may be eligible for subsidised lessons, at the discretion of the Headteacher.
- The School Debtors policy will be applied for invoices not paid within the required timescale. Any additional costs incurred by the school in taking this action will be passed on to the Debtor concerned.
- **Governors RMG Sub-committee Reviewed March 2024**