PUBLIC

Charges, Remissions and Lettings Policy

Melbourne Infant and Nursery School

Reviewed and approved at: Resources Committee

Last Review: February 2023

Reviewed in: Autumn 2026

Due for renewal: Autumn 2027-28

(Once approved this document should be published on the School's website)

Introduction

It is the School's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

Nursery Fees policy – Please see the Nursery Fees policy on our website here - https://melbourne-inf.derbyshire.sch.uk/nursery

1. **Day visits within or mainly within school hours**

   When organising school trips or visits which enrich the curriculum and educational experience of the children, the School invites parents / carers to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unwilling or unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and

school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

2. **Residential visits in school time**

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses.

To ensure all children are provided with the opportunity to participate on school visits, parents / carers experiencing financial difficulty are invited to talk to / write to the Head Teacher in confidence.

3. **Activities outside or mainly outside school hours**

Parents will be expected to meet the full cost in advance. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

For paid for activities outside or mainly outside of school hours, the school will endeavour to support attendance of children whose parents who may be unable to afford the payment on request in advance of the activity taking place. Parents / carers experiencing financial difficulty are invited to talk to / write to the Head Teacher in confidence.

Where non-payment is made after an activity takes place, the school reserves the right to limit attendance for future activities.

4. **Ingredients/materials for practical activities such as cookery and craft**

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

5. **Individual music tutition**

Charges may be made for vocal instruments tuition provided either individually or to groups, provided that the tuition is provided at the request of the pupil's parent / carer. Individual music tuition is currently provided by Cathy Lester School of Music, and prices are available directly from the tutor. Group music

tutition is currently provided by RockSteady, and prices are available directly from the company. School may bring outside tutors in within school hours at a charge to parents. However, if part of National Curriculum, or a prescribed public examination, charges must be remitted.

6. **Lost school equipment, books, etc.**

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

7. **Breakages and damage to school buildings, furniture or property**

In cases of wilful damage to the School building, furniture or its equipment, the School's Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

8. **Other Charges**

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

9. **Equality**

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

10. **Lettings**

Please see the schools lettings policy which is available separately.