

MANEY HILL PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Reviewed by Staff:
Governor Ratification Date:
Next Review Date:

September 2025
October 2025
September 2026

Introduction

The Governing Body of Maney Hill Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

Aims

- To have robust, clear processes in place for charging and remissions
- To clearly set out the types of activity that can be charged for and when charges will and will not be made
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the School and to make school activities accessible to pupils regardless of family income
- To acknowledge the cost of such activities to the School's budget

Charges

Activities the School cannot charge for

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit although a voluntary contribution maybe requested, please see the relevant section below.

Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Activities the School can charge for

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:

- Residential activities taking place largely during school hours - the full cost to each pupil of board and lodging will be charged. Charges will not exceed the actual cost
- Clubs and activities outside school hours or during lunchtime– where the activities are deemed to be optional extras that are not a necessary part of the national curriculum
- Individual Instrumental Tuition - the full cost to the pupil for providing any instrumental tuition if it is not an essential part of the national curriculum or examination syllabus and has been provided at the request of the parent/carer Charges will not exceed the actual cost
- Wraparound care offered to pupils - breakfast and after school club is offered to parents/carers in line with the School's Extended Schools Policy

Where relevant, any costs of supply teachers to cover teachers accompanying pupils on visits will not be passed onto parents/carers. In addition, no subsidy will be charged for and pupils wishing to participate but whose parents/carers are unable to pay.

Remissions

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying 50% of the cost some activities:

- Income Support
- Income Based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they're not also entitled to Working Tax Credit and have an annual gross income that does not exceed the published Inland Revenue threshold
- The guaranteed element of Pension Credit
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit

Activities where parents can claim an exception for 50% of the costs are:

- Educational visits where this is deemed to be linked to the curriculum
- Residential visits
- Before school club attendance (includes breakfast)

In addition, children are entitled to free school meals if eligibility is confirmed by the following checking service:

<https://apply.cloudforedu.org.uk/ofsm/birmingham>

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher will make authorisation for such remission.

To request assistance, parents should contact the School Office.

Voluntary contributions

Voluntary contributions may be requested from parents to cover the cost of educational visits.

If an activity cannot be funded without voluntary contributions, it will be made clear to parents/carers at the outset. It will also be made clear that there is no obligation for parents to make a contribution, and notify parents whether financial assistance is available. No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund an activity, and the School cannot fund it via another source, the activity will be cancelled.

The School will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Damaged or lost items

The School may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.