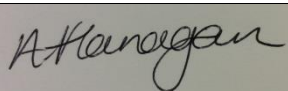
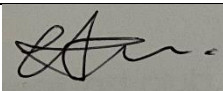




The Manor CE Primary School

Charging and Remissions Policy

Date Written	27 March 2023	Review Date	27 March 2025
Signed Headteacher		Signed Chair of Governors	

Aspire, Believe, Achieve

Shine like stars in the sky

Philippians 2:15

1 Rationale

The school wishes to provide for all pupils the best possible educational opportunities available.

Sections 449-462 of the Education Act 1996 states that schools cannot charge for education during school hours.

However, as a school we recognise the value of visitors, experiences and educational visits in providing our pupils with an engaging, inspiring and broad curriculum. In order for these experiences to take place, the school will inform parents and carers of these opportunities and invite them to make voluntary contributions towards the cost.

2 Aims

To establish clear procedures for dealing with monies collected from parents.

3 Guidelines

School governing bodies and local authorities, subject to the limited exceptions referred to in the DFE guidance 'Charging for school activities', cannot charge for education provided during school hours. This includes the supply of any materials, books, instruments or other equipment including transport provided for educational visits.

However, schools are legally allowed to charge parents/carers for the following activities:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras. These are classified as:
 - education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
 - examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
 - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
 - board and lodging for a pupil on a residential visit;
 - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
 - music and vocal tuition that is in addition to that set out in the National Curriculum, provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

The school will not prevent any pupil from an activity if his or her parents/carers are unwilling or unable to make a voluntary contribution. If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. However, if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it may be cancelled. This will always be made clear to parents and carers in the communication sent home about the experience.

Parents/Carers will be asked to make a voluntary contribution for the following activities:

3.1 Educational visits or experiences (including visitors to school)

A letter will be sent before each trip or experience, detailing costs and requesting permission from parents/carers for the child to participate. Voluntary contributions towards the cost of the trip will be sought. These will be calculated in such a way that they broadly cover the cost of the trip.

If any parent is unable or unwilling to pay all or part of the cost involved, this will in no way prevent the child or children from participating.

If too few or no parents make the voluntary contribution, it may mean that the trip will not take place and any monies pre-paid will be refunded. This will be clearly indicated to parents/carers in any communication sent home.

3.2 Residential Visits during school time

Parents/carers will be charged for the full cost of children's board and lodgings and the school will invite voluntary contributions to meet other costs. If the trip does not take place because there are insufficient contributions to cover the costs, any monies pre-paid will be refunded. The deposit paid for a residential visit that subsequently goes ahead would not be refunded.

3.3 Residential Visits outside school time

Where a visit or experience takes place outside of school time it is classified as an 'optional extra' (Charging for school activities, DFE). As such, the school will be able to charge parents/carers for:

- any materials, books, instruments, or equipment connected to the activity;
- the cost of buildings and accommodation;
- non-teaching staff; and
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra

3.4 Music Tuition

The cost of tuition fees for music lessons taught by peripatetic teachers to individuals or small groups will be met by parents. If a school instrument is used, there will be a hire cost payable to school, to cover maintenance of the instrument.

Tuition fees are calculated by dividing the teacher's fee by the number of children who have signed up for lessons. As these costs have to be met whether or not children complete all the lessons, a term's written notice from parents is required if a child decides to discontinue lessons.

3.5 Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (technology, food activities etc) parents/carers may be invited to provide materials or ingredients on a voluntary basis or asked to make a voluntary contribution towards the activity. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

3.5 School Property

The Governors reserve the right to charge parents/carers if their child is found to be responsible for the wilful destruction of school property.

3.6 Refunds

The Head and Governors will consider refunds, when possible, for pupils not participating in an activity; however coach fares cannot generally be refunded.

3.7 School Meals

Charges are set by the school meals provider and paid for via an online system called Parent Pay. There is a procedure in place which will not allow the parents to build up a debt of over £10.00. If the child's account is overdrawn, it will not allow any further meals to be booked until this amount has been cleared. If the parent is having difficulty clearing this amount, but still wants their child to have a school meal, then they would need to contact the Head to discuss this. UIFSM and FSM will not be charged.

3.8 Breakfast Club

Charges are currently £3.00 per session and spaces need to be booked and paid for online via Parent Pay. Spaces must be booked one week in advance. If a child is in receipt of FSM, they do not need to pay, but must still book their space.

3.9 After School Club

Charges are currently £8.50 per session and spaces need to be booked and paid for online via Parent Pay. Spaces must be booked one week in advance

4 Remissions

At our school, the parents/carers of any pupils in receipt of Free School Meals will not be expected to make a voluntary contribution to any visitors, experiences or visits.

Where parents/carers can prove that they are in receipt of the following benefits, they will be exempt from paying the cost of board and lodging for any residential visit taking place within school time:

- In receipt of Free School Meals;
- Universal Credit in prescribed circumstances;⁶
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190;
- The guarantee element of State Pension Credit;
- An income related employment and support allowance.

If any of the above applies, the parent/carer should arrange an appointment with the Headteacher to discuss further.

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. Parents/Carers should speak to the Headteacher if they are concerned about their ability to make a voluntary contribution towards the cost of an experience or visit. The Headteacher will consider the circumstances and consult with the Chair of Governors and Chair of Resources if she feels that a remission should be authorised.

5 Communication

The following paragraph will be included in all correspondence with parents/carers regarding school experiences, activities and visits covered by this policy:

In order to cover the cost of the trip which includes a workshop/entrance fee and coach fare (delete/add as appropriate) we are asking for a voluntary contribution of, payable by.....

If the voluntary contributions are significantly below the cost of the trip then it may have to be cancelled and monies refunded. There is no charge for children in receipt of Free

School Meals as the cost for these children will be covered from the Pupil Premium allocation in the school budget.

All pupils will need to bring a packed lunch with them. Pupils who receive Free School Meals will be provided with a packed lunch from the school kitchen unless parents/carers inform us otherwise.

Linked Guidance:

Charging for school activities (DFE, May, 2018)