



**MANLEY PARK**  
PRIMARY SCHOOL

G R O W I N G   T O G E T H E R

# Charging and Remissions Policy

Document Control	
Title	Charging and Remissions Policy
Date	March 2024
Supersedes	March 2023
Author	Sue Lamb
Approved by Governing Body	March 2024
Date Adopted by School	March 2024
Review Date	March 2025

Our aim to ensure that all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means.

This policy sets out our school approach to charging and remissions. In doing this, our intention is to ensure transparency in setting charges and to ensure that all children are able to access all the provision on offer. This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Charges for services are set in preparation for the beginning of each new school year and careful consideration given to ensure the costs are reasonable, methods of payment are appropriate and that at every opportunity charges are broken down into manageable amounts.

### **Admissions**

No charge will be made for admission for Reception children upwards.

Parents of children not entitled to a full-time Nursery place will be able to 'top-up' to a full time place at the weekly price set by Governors. Topping up will require parents to enter into a payment agreement with the school, which stipulates that fees are to be paid in advance and refunds will only be made in line with the Nursery Admissions Policy.

Working parents are encouraged to check their eligibility for the 30 hours Government funding and to provide their eligibility code each term to the school to enable them to receive a free full-time Nursery place.

### **School Meals**

No charge will be made for pupils entitled to free school meals.

School meals must be paid for weekly in advance. They can be paid in any breakdown from daily through to yearly.

We will charge all pupils who are not entitled to free school meals an amount determined by the Governing Body, as appropriate.

### **School Trips/Visits and Activities during School Time**

When organising school activities, trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary.

From September 2019, any child eligible for free school meals will have the full cost of the trip met by the school.

If sufficient voluntary contributions were not received, a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed, each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents/Carers have a right to know how each individual trip is funded and school provides information on request.

Parents/Carers will be given reasonable advanced notice of proposed visits/activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

### **Residential Visits**

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 any charge for the education expenses. However, we do make a charge to cover the costs of board, travel and lodging and may invite voluntary contributions to meet other costs associated with the visit.

Parents/Carers whose child receives Pupil Premium may be entitled to some exemptions under certain circumstances as agreed by the Headteacher.

Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

### **Music Tuition within School Hours**

All children study music as part of the normal school curriculum. We do not charge for this.

Visiting music teachers offer small group or individual music tuition at the school, which is additional to the national curriculum. We will give Parents/Carers information about availability of this facility at the start of each academic year and a charge is made for these lessons.

Music tuition requires Parents/Carers to enter into a payment agreement with the tutor, which stipulates that fees be paid in advance.

Parents/Carers whose child receives Pupil Premium may be entitled to some exemptions under certain circumstances as agreed by the Headteacher.

### **Swimming**

The school organises swimming lessons for all children in Year 4 at Key Stage 2. These take place in school time and are part of the national curriculum. We make no charge for this activity or for associated transport costs. We inform parents when these lessons are to take place, and we ask Parents/Carers for their written permission for their child to take part in swimming lessons.

### **Out of School Clubs and Activities**

The school offers a range of out-of-school clubs and reserves the right to charge for such sessions.

A reduction of 50% for staff members whose children attend After School and Breakfast Clubs has been put into place. This is on the basis that a space is available.

For 'one off' meetings that staff needed to attend, then there would be no charge for After School and Breakfast Clubs. These would not be regular meetings e.g Monday staff meetings but instead unusual meetings that were called by the school.

### **Transport to Extra-Curricular Activities**

Parents/Carers may be charged to cover the transport expenses associated with the trip to an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element. Where possible the school will use the minibus to ensure that the cost is kept to a minimum.

### **Remission, Concession and Pupil Premium Grant**

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Headteacher in line with our Pupil Premium Policy. The circumstances in which concessions are applied will be reviewed annually. We may in certain circumstances invite Parents/Carers to make a voluntary contribution towards activities that are exempt from charging to ensure that we can offer as many as possible to all of our children.

Where we do ask for voluntary contributions, we will make it clear that children of Parents/Carers who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their Parents/Carers do not contribute.

### **Loss of or Damage to School Property**

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher

### **Other Charges**

We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher and the Resources Committee.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no Parent/Carer will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

### **Methods of Payment**

#### **ParentPay**

ParentPay is the schools preferred method of payment.

New Parents/Carers are sent a letter to register with ParentPay that enables all payments to school to be made via a secure website.

Support in setting up an account or using the website can be given on request.

ParentPay lists all balances and lists all services that can be paid for via ParentPay.

**Cash**

No cash is taken in school, with the exception of some charity events.

**Cheques**

Cheques are accepted for termly or half-termly encashment.