



## CHARGING & REMISSIONS POLICY

Adopted: Spring 25

Review: Spring 28

### Policy Review and Monitoring

This policy is due to be reviewed at the time stated, unless circumstances determine that this policy needs to be reviewed at an earlier time.

**Signed: Chair of Governors**  
Mr J Orchard

**Headteacher**  
Mr K Stroud

## CHARGING & REMISSIONS POLICY

### Introduction

The purpose of this policy is to set out what charges can and cannot be made for activities in Maes yr Haul Primary School. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

For the purpose of this policy, it is important to distinguish between a 'charge', which would constitute a payment that must be made in order to receive certain goods or services, and a 'voluntary contribution'.

### Circumstances where no 'charge' is made

No charge can be made for:

- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- The supply of any materials, books, instruments or other equipment that remain the property of the school.
- Transporting registered pupils to/from school, where the local authority has a statutory obligation to provide transport.
- Transport provided in connection with an educational visit (during school hours) which is part of the pupils' curriculum provision. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.
- Supply teachers to cover for those who are absent from school accompanying pupils on a residential visit.

### Voluntary Contributions

Although we cannot 'charge' (i.e. require payment) for the activities detailed above, voluntary contributions may be sought from parents for trips, visitors or activities / experiences which supplement or enhance the normal school curriculum.

The cost of all such activities are carefully considered for affordability and value for money. The opportunity to pay in instalments will be offered to parents who may wish to pay in this way.

Charges for visits and activities will not exceed the actual cost of providing the activity, nor include any subsidy for pupils whose parents are unwilling or unable to pay the full charge. No individual pupil will be excluded from such an activity because his or her parents cannot or will not make a voluntary contribution.

School trips are often partly subsidised by the school in order to minimise the financial burden on parents. In this instance, it will be made clear to parents that the trip will only proceed on this basis. If sufficient funds are not raised from voluntary contributions, then the trip may be cancelled and any monies received will be returned.

### **Circumstances where the school may charge parents (“Optional Extras”)**

- Activities which take place mainly or wholly out of school time, if they are not part of the curriculum provision.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product (e.g. ingredients or materials)
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- Musical instrument tuition to individual pupils or to a small group that is not part of the normal curriculum provision.
- Transport other than that indicated in the previous section.
- The cost of board and lodging for residential trips, even when taking place largely during school time.

### **Remissions**

Remissions refers to the arrangements that may be made for the withdrawal / removal of charges for families in financial hardship. The school has no set arrangements for remissions that would result in the school funding residential visits or “optional extras” for parents in receipt of benefit. However, such arrangements are considered on a ‘case-by-case’ basis and dependent upon budget restrictions. A reduced charge is made for musical instrument tuition for parents in receipt of Free School Meals.

### **Musical Instrument Tuition**

In accordance with the Education and Inspections Act 2006, we make a small charge for peripatetic music tuition to either an individual pupil, or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles), to play a musical instrument or to sing.

These charges are arranged in single-term blocks on the basis of 10 weeks provision. No additional charges are made where more than 10 sessions are provided. Where provision falls below this, either due to a shorter term, tutor absence etc, either a refund is provided, or the option to carry forward charges to the following term.

Whilst these charges are unlikely to cover the full cost of tuition, it brings the remaining cost into a range that can be borne by the school.

**Residential Visits**

We are aware that the cost of residential visits can be substantial, as these will generally include accommodation, meals, activities, transport, equipment costs and insurance. The school is not generally in a position to subsidise such visits or to offer remission of charges, but arrangements are made to allow payments to be made in instalments over a longer period of time.

**Charges for Ingredients / Materials**

Usually, we do not make any charges for activities such as cooking, or design and technology, where pupils are able to take home finished products. However, the practice of charging is permissible, and the school reserves the right to do so in certain instances. Charges can be made to cover the costs of materials / ingredients, but parents will be notified in advance.

**Breakages and Damage**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, parents are generally asked to make a charge to cover the cost of replacement of the broken / lost equipment. Each case will be dealt with on its own merits.

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