



CHARGING & REMISSIONS POLICY

Version	Date	Comments
3.5	14 th February 2022	Change to music lesson payments, addition of Extended provision and Nursery
3.0	9 th February 2021	Addition of reference requests
2.0	21 st August 2020	Review and amendments
1.0	11/2017	Initial version

Introduction

This charging policy has been written in accordance with the Education Act 1996.

Manford Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is disadvantaged by our offering of school trips, activities and educational extras. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We will not charge for education provided during school hours.

We will inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Day Trips/ Visits/Curriculum

All visits support the National Curriculum and are therefore a part of each term's work. Where costs are incurred that cannot be covered by the school within the resources ordinarily available to the school, we ask for a voluntary contribution towards the cost of the day trip or visit. No child is ever excluded from a trip because of non-payment but we reserve the right to cancel the trip if insufficient money is collected.

Where a trip is a requirement of the curriculum, for example swimming, we do not ask for any payment towards the cost.

Residential Trips

The residential visit, which all Year 6 children are invited to take part in, supports the work done in various National Curriculum areas. The cost of the visit includes:-

- Transport from school to destination and back again
- Board and lodgings
- Any entrance fees and instruction

This trip is optional and parents are asked to cover the cost of this visit although we seek bursaries and financial support for children eligible for free school meals.

For those Year 6 children that do not take part in the residential visit, alternate activities may be organised in school. Some of the activities incur a cost and are optional. Other activities are funded by the school and are open to all.

Music Tuition

At present Redbridge Music Service levies charges in respect of individual music tuition and group tuition to pupils. These charges are billed directly to parents from the music service. In some circumstances financial support may be available through the Pupil Premium Grant (related to free school meals).

Activities Outside School Hours

Activities outside school hours that are organised by teaching or support staff of the school may incur a charge. This will be made clear for each booking. Subsidies for children eligible for free school meals are usually offered.

Charges are made for Breakfast and After School Club bookings via Parentmail. There is a penalty charge of £10 per child for late collection (more than 5 minutes).

There will be charges for clubs organised by outside agencies (e.g. sports coaches and police cadets) which will be arranged by these clubs independently.

Breakfast & After School Club and Nursery Fees

Separate agreements are in place for parents/carers of children attending both settings.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, reading books or materials), the charge to be the cost of replacement or repair, or such lower costs as the Headteacher may decide. A charge will be levied, in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

The governing body has agreed that all school visits will be offered to parents with the information that the cost is met by voluntary contributions. Parents will, however, be reminded that these valuable educational experiences cannot be offered without parental support. Parents will be advised to contact the Headteacher if there are concerns at their ability to meet the cost. Parents are offered the facility to pay by instalments if needed. The Headteacher has delegated power in deciding the need to provide some level of financial support where necessary.

Pupil Premium

In some cases, the School will allocate funding towards trips and residential visits for those who pupils who are in receipt of free school meals or for who the school receives Pupil Premium.

Hardship/Financial Difficulty

In cases where an individual concerned does not meet the criteria to receive Free School Meals, or for whom the school does not receive Pupil Premium grant, the school may waive certain payments due to the school. These circumstances will be considered on an individual basis by the Head Teacher.

Parentmail

Manford Primary School provides the option to parents and carers of paying for school trips, activities and extended clubs online via Parentmail. Charges associated with this service are paid for by the school.

Reference requests

The school will provide references to secondary schools on request. One reference will be provided free of charge and subsequent requests will incur a charge of £5 each which will be payable in advance on Parentmail.

Late collection of pupils (after 3.25pm)

Where children are not collected, they will be admitted into after school club and the associated charge for the club will be passed to parent/carers.

Refunds

In the unlikely event that charges for a school trip or event are overestimated, refunds in excess of £1 will be repaid back to the parent/carer either by cheque or via Parentmail.

Remissions

The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

This policy was shared with the Governing Body in March 2022.