

# Moss Park Primary School



## Charging and Remissions Policy

Policy Written By	S Nunwick (Headteacher) with the Resource and Premises Committee
Date Approved by Governors	16 June 2025
Date of Next Review	June 2026 or subject to changes in legislation/DFE guidance
Responsible Committee	Resources and Premises
Policy Type	Statutory

## **Overview**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. The education we provide wholly or mainly during school hours will be free but on some occasions a voluntary contribution towards the cost of an activity may be requested by the school.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy sets out the principles upon which the school will operate charges and remissions.

## **Objectives**

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

## **Legislation and Guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

## **Definitions**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **Roles and Responsibilities**

### **The Governing Body**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resource and Premises committee (RAP).

In our school, monitoring the implementation of this policy has been delegated to the Resource and Premises committee (RAP).

### **The Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **Staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### Parents

Parents are expected to notify staff or the Headteacher of any change in circumstances, concerns or queries regarding the charging and remissions policy.

### **Strategies**

1. No charge will be made for admitting pupils to school
2. No charge will be made for education provided during school hours (including the supply of any materials, books, instruments or other equipment)
3. At Moss Park Primary School, all pupils take part in whole class music tuition (Wider Opportunities) provided at a cost to school by Trafford Music Service. This is part of the National Curriculum and we do not charge for this activity.
4. Where music tuition or singing tuition is not an essential part of the national curriculum and parents have requested tuition, charges may be made. We give parents information about the availability of these facilities, run by Trafford Music Service, at the beginning of each academic year.
5. There is no charge for music tuition for a child who is looked after by a local authority.
6. The school organises swimming lessons for pupils in Year 4. These take place during school time and are part of the national curriculum. We make no charge for this activity or associated transport costs.
7. The school may request voluntary contributions towards the cost of some activities planned during school hours to enrich the provision of education. The following is an example list of additional activities organised by the school, which may require voluntary contributions from parents. These are known as 'optional extras'. This list is not exhaustive but may include:
  - Visits to museums/art galleries/arts performances
  - Outdoor adventure activities and residential trips
  - Visits to school by a theatre company or outside provider of workshops
  - Cultural visits and events
  - Nursery snack fund
8. Where parents are asked for a voluntary contribution towards the cost of an activity which takes place during school hours the contribution will be genuinely voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against.
9. Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.
10. Transport to extra-curricular activities – parents/carers may be asked to make a voluntary contribution towards transport expenses associated with a trip/extra-curricular activity. Charges for transport will be strictly based on covering actual costs with no profit element.
11. School dinners – these are currently £14.00 a week and can be paid via ParentPay.
12. Nursery - The charge to families who have a full-time nursery place to provide cover over the lunchtime break is currently £15.50 per week - there is an additional cost of £2.80 per day for a school dinner. Top-up sessions are currently charged at £18 per morning or afternoon (£90 per week).

13. Breakfast Club – the current charge for Breakfast Club is £2.60 per day. The charges for Breakfast Club will be determined by the governing board and reviewed in May each year. Parents will be informed of the charges for the coming year in July each year. Pupils who are eligible for the Pupil Premium Grant attend Breakfast Club at no charge to parents/carers.
14. After School Club (childcare) – the current charges for ASC are £13.00 per day up to 6:00 pm. We have a small number of shorter sessions (until 5pm) available at the cost of £9.25 per day. The charges for the After School Club will be determined by the governing board and reviewed in May each year. Parents will be informed of the charges for the coming year in July each year. There is no remission for our after school club with the exception being when this is named in a pupils' PEP (children looked after).
15. After school curriculum clubs – the school offers a range of out of school curriculum clubs that run in 3 termly blocks and reserves the right to charge for such sessions to cover the cost of the provision where these activities are not directly aimed at providing education benefit to pupils. Pupils who are eligible for the Pupil Premium Grant and those with an EHCP do not pay for these activities.
16. Non-Uniform Days - from time to time the school may decide to hold a non-uniform day. These days are usually related to fundraising for charity or for our school fund. We ask for a voluntary donation on these occasions. If a parent wishes their child to take part in a non-uniform day but is unwilling or unable to make a donation we do allow the child to participate fully.
17. Residential trips that take place wholly, or mainly, during school hours the school will charge for the cost of board and lodging at the actual cost of the provision. Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of Pension Credit
  - Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
  - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
  - Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Parents experiencing financial difficulties are advised to consult the Headteacher to discuss support that may be provided.

- A school residential trip wholly or mainly outside of school hours will be an optional activity and will be charged at cost of the provision to those parents wishing their children to participate. No remission entitlement other than those that fall under section 17 of this policy will apply to these trips.
- We set up payment plans for trips over £10 so that parents may pay in instalments.
- No debts for paid services (e.g. school meals, Breakfast Club, After School Club) will be allowed to exceed £20. Parents will be informed initially when they owe a week's money. This will continue on a weekly basis. At the point a debt reaches £20, the paid service will cease until the debt is fully paid off. If after 3 months the debt remains outstanding, legal action will be taken.
- Loss or damage to school property – parents/carers may be asked to meet the cost or replacement/repair of school property lost, defaced or damaged as a result of pupil's misbehaviour.

### **Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the School Business Manager and Headteacher annually. At every review, the policy will be scrutinised and approved by the Resources and Premises committee of the Governing Body.

### **Outcomes**

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

Revised and adopted by the Governing Body 16 June 2025

Review date: May 2026