Charging and Remissions Policy



Mansbridge Primary School

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Guiding Principles and School Vision

Learn more - Remember more - Be more – The Mansbridge Way

Mansbridge Primary is a close-knit community school where the children are at the heart of everything we do. We pride ourselves on our family atmosphere and strive to provide a warm and welcoming environment where both adults and children feel safe, appreciated and valued. Being a small, single form entry school, we have the ability to get to know our families well and we make it our priority to foster excellent relationships between school, children and home. Every child is important to us and through our inclusive and nurturing approach, we aim to develop confident, responsible and caring individuals who are well-equipped to achieve their full potential academically, socially and emotionally.

We are proud of the education we give our children and equally as proud of the attitude and enthusiasm our children demonstrate towards their learning. Our classrooms are calm and purposeful places where children have the opportunity to take part in excellent learning experiences which are part of a broad and balanced curriculum delivered by highly professional teaching teams.

In line with the Education Reform Act 1988 Section 106 to 111, which confirmed that education is free to all children in State Schools, education at Mansbridge Primary School is free of any charge. However, Section 118 of the Act allows a school to seek voluntary contributions to provide additional activities to support the curriculum and enhance the children's education. This policy has been written in line with the DfE document "Charging for School Activities" (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

Policy Principles

At Mansbridge Primary School we believe that our children benefit from having as many first-hand learning experiences as possible and that the children learn best when the curriculum is enhanced with opportunities for visits to places outside the school. All children, regardless of parental income, should have access to all areas of the curriculum.

Definitions

Charge*: A fee payable for specifically defined activity*

Remission*: The cancellation of a charge which would normally be applied*

Where Charges Can Be Made

Education

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see page below);
- Music and vocal tuition, in limited circumstances;
- Community facilities

Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of the national curriculum or religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music Tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary Contributions and School Procedures

As an exception to the requirements set out in section 'Where charges can be made' of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

The Governors have agreed to allocate a budget each year to subsidise out-of-school activities. However, it is not possible to fully meet the cost of all activities that might be planned. The school's policy is that parents/carers will be asked to make a voluntary contribution for activities such as out-of-school visits during the school day.

It is emphasised that parents/carers have no obligation to contribute and no child will be omitted from the activity because his/her parents are unwilling or unable to contribute. However, if insufficient voluntary contributions to support the activity are received, it may not be able to take place. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Residential Visits

All residential visits are regarded as a non-essential but desirable and valuable part of a child's education. The governing body therefore reserves the right to charge parents the full cost of the visit, as residential visits are deemed to be an optional extra which enhances the curriculum and are in no way compulsory. The governors will charge a non-refundable deposit for all residential visits and reserve the right to require parents to pay the full cost if withdrawal from the visit takes place after the school has paid the full cost of the trip.

Day Visits

All day visits are planned to support the school's thematic approach to the curriculum. All parents are requested to make a voluntary contribution to these day visits. No child is barred from any visit on the grounds of non-contribution. The school reserves the right to cancel any visits where insufficient voluntary contributions are received.

After School Clubs

Children are given the opportunity to take part in various after-school clubs, which are organised to enhance the curriculum. These clubs are, on the whole, run on a voluntary basis by school staff. However, the school reserves the right to charge children on a ‘pay as they use basis’ and to offset the cost of materials, transport, visits etc. The school may also offer after school clubs which are run by outside agencies on a fee-paying basis.

Activities We Do Charge For:

Breakfast Club

The school provides a Breakfast Club service to all families. Limited spaces are available. Breakfast Club is free to children eligible for Pupil Premium and Free Schools Meals but spaces must be booked in advance. Children not eligible must pay the daily cost of this service **in advance** if used.

Breakages and Damages

Where a child has willfully damaged or destroyed any part of the school building, furniture or other property or lost an item of school property, the parents/carers will be informed and may be charged for the cost of repair or replacement by the school.

School Meals

All children in EYFS and KS1 are entitled to universal free school meals. Children in KS2 may choose to have a school meal. For those not eligible for free school meals, meals should be paid for **in advance** and the credit will stay on their account until they use it to order a meal. The school reserves the right to put accounts on hold should debts exceed a certain amount.. For further information, please see the separate ***School Meals Policy.***

Optional Extras

The costs for trips and visits organised outside the school day, additional individual/small group music tuition and other optional extras are payable by parents. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions

Families qualifying for remission or help with charges:

To remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to families, in particular circumstances. This will be considered individually for each visit or activity. This Remissions Policy sets out the circumstances in which charges may be waived.

Criteria for consideration of eligibility for remission are given below:

- Eligibility for Pupil Premium funding
- Income related employment and support allowance
- Income-based Jobseekers Allowance
- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Working tax credit run-on
- Guaranteed State Pension
- Universal Credit, providing families income does not exceed sum given in Revenue and Customs rules
- Additional categories of families may claim help with some costs in some circumstances.

Any parent suffering hardship is invited to talk in confidence with the Headteacher and arrangements may be made to provide some financial assistance.

Non-Payment of Fees

Where families have not paid fees that are required for an optional extra or a service such as school meals or breakfast club, parents will be notified in a timely manner. The school reserves the right to impose sanctions, which may include withdrawing a service to a family until debts are cleared or an agreed payment plan in place. If families fail to engage with the school to clear their debts, the school may refer the outstanding payments to the Local Authority debt recovery service.

This Policy will be reviewed and approved by the Governing Board annually.