

Charging Policy



Mansbridge Primary School

Approved by	Governing Body
Approval date	21.10.2025
Review date	October 2026

Rationale

Under the provisions of the 1998 Education Reform Act the Governing body must draw up a policy defining the activities for which a charge will be made.

Charging / voluntary contributions

The basic principle is that education for registered pupils in maintained schools should be free of charge if it takes place in school hours or is part of the National curriculum or is part of statutory religious education.

The school hours at Mansbridge are 8.30 a.m. to 3.00 pm. Lunchtime is from 11.45 to 12.30 for KS1 and from 12.00 to 12.45 for KS2. Lunchtime does not form part of school hours.

Any activity of which more than half takes place in school hours is defined as taking place wholly in school time.

Voluntary contributions can be requested for any of the school's activities.

The policy of the Governing Body of Mansbridge Primary School is to implement the following criteria in respect of charging.

- The school will seek voluntary contributions for the benefit of the delivery of the curriculum. Such contributions will be genuinely voluntary and no child will be treated differently according to the parent's ability to contribute.
- There is no limit to the level of voluntary contribution that parents or others can make other than it should not exceed the actual cost to the pupil.
- It is the policy of the school to request voluntary contributions for curriculum enhancement activities such as visiting entertainers where charges are not permissible but costs will be incurred.
- Residential activities outside school hours will be funded in full by parents or other carer. Parents/carers will be made aware that any money paid for a residential trip will be used to pay off any outstanding dinner money debts before it is used for payment of the trip. Trips must be paid for in full before the trip. Parents of children in receipt of Free School Meals cannot be charged for food and lodgings but may be asked for voluntary contributions towards transport and activities.

For activities arranged by third parties outside of normal school hours the parents or carers will normally contribute the full amount unless special

circumstances apply whereby the Headteacher may arrange a subsidy e.g. music provision. If the third party invoice the school for the cost of a club the parent/carer will pay for a half term or term in advance regardless of weekly attendance. The child will not normally be able to continue to attend a club if it has not been paid for.

School Meals

Since September 2014 all KS1 children receive Free School meals. The following relates to KS2 children only.

School dinners should be paid for in advance and not in arrears. Any parent that is in arrears for 10 days or more will have their right to school dinners suspended, pending receipt of the arrears and a credit for future meals. In these cases, the parents will be asked to supply a packed lunch for their child in the interim period. The school will make every endeavour to ensure the debt is cleared as soon as possible by regularly monitoring the debt and communicating with the parents.

Residential Trips

Any pupil wishing to go on a Residential Visit, should not have an outstanding debt against unpaid school dinners. In such cases, any monies paid towards the Residential Visit will be offset by the dinner money owing to the school. The full amount of the Residential Visit should be paid before the start of the activity, otherwise the pupil will forego their place on the Residential Visit and any monies will be refunded (less any outstanding debts).

Music Tuition

In accordance with the statutory instrument no 2239 "Charges for Music tuition (England) Regulations 2007"

Charges may be made in relation to the provision of tuition in singing or playing a musical instrument in any appropriate size group during school hours. No charge may be made in respect of a pupil who is looked after by a local authority.

Lettings

The Governors of Mansbridge Primary School will support lettings as long as there is no financial loss to the school and that they do not interrupt the primary function of the school, which is teaching and learning. Charges will be levied in accordance with the current SCC guidance of suggested lettings charges for community use in schools.

In the event of damage loss or nuisance the school reserves the right to terminate the letting immediately and seek compensation. See Lettings Policy

Debt Management

The Office Staff are responsible for collecting and monitoring the collection of money for School meals, trips and activities.

- If a parent/carer has not met a payment a written request (text) is issued by the office staff.
- If following this a parent/carer has still not met a payment the office staff will make a call to the parent/carer requesting payment.
- The office staff will continue to monitor the debts and communicate with the parent/carer whilst a debt remains outstanding.

If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful; individual bad (irrecoverable) debts may be written off in accordance with the following procedures:

- Those up to value of £500 to be approved by the Headteacher and reported to the next governing body meeting.
- Those exceeding £500 to be referred to the governing body for approval, either directly or after consideration by the finance governor.