



# CHARGING AND REMISSIONS POLICY

Updated: 12/09/2023  
Agreed by Governors:  
To be reviewed: September 2024

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 England.

### **1. Day Educational Visits**

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 an educational visit because of non-payment but we reserve the right to cancel the trip if insufficient money is collected.

Where a visit is a requirement of the curriculum, for example swimming, we do not ask for any payment towards the cost. These take place in school time and are part of the National Curriculum.

A voluntary contribution towards travel costs may be requested for sports events.

The cost of all school educational visits or workshops is calculated on an individual basis based on actual cost to the school divided by number of pupils due to attend. Activities are not run on a profit-making basis. Due to this, we are unable to offer refunds if a child is unable to attend for any reason (i.e. sickness, medical appointments).

### **2. In-school Curriculum Enrichment**

A charge may be made for specialist workshops, performances or activities that take place in school (e.g. pantomime, drama groups, visiting farms etc.)

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 event or activity.

No child is ever excluded because of non-payment but we reserve the right to cancel the event if insufficient money is collected.

### **3. Residential Educational Visit**

Residential visits, which all Year 5 and Year 6 children are invited to take part in, supports the work done in various National Curriculum areas. The cost of the visits 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.

### **Pupil Premium**

Children who are in receipt of Pupil Premium funding pay a reduced amount for visits and events. The residential trips are heavily subsidised by the school so that the commitment by parents and carers for their child to attend is upheld.

#### **4. Materials for Art, Craft and Design and Technology**

Where a pupil or parent wishes to retain items produced as a result of art, craft or design and technology, a charge may be levied for the cost of the materials used.

#### **5. Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

Redbridge Music Service levies charges in respect of individual music tuition group tuition, and instrument hire. A peripatetic teacher provides these lessons. This is an additional curriculum activity, and not part of the National Curriculum.

The full cost is passed on to parents who are invoiced accordingly.

Children who are in receipt of Pupil Premium that are selected for individual music tuition are exempt from costs. These will be funded by the school.

#### **6. Dinner Money**

The full cost of dinners is passed onto parents. For children eligible for Free School Meals, no charge is made. Since September 2015, we have provided a free school meal for all children in Years Reception, 1 and 2 in line with DfE ruling on Universal Infant Free School Meals. Parents not eligible for FSMs are requested to pay in advance or on the day for dinners. The school will chase any debt that accrues. Should this occur you will receive a debt letter, or a member of the admin team will telephone requesting that credit be applied to the account. The dinner account is a contract between ISS (school meals contractor) and parents; as such it is the responsibility of parents to ensure there are sufficient funds in their child's account to cover a meal.

#### **7. Pre-School**

The deposit charges will come into effect from the 2023-24 pre-school intake.

##### **7.1 Securing a place**

To secure a pre-school place at Mayespark Primary School a £20.00 deposit will be requested. The fee will only take effect once a child has been offered a place to join our pre-school and the parent/carer has chosen to accept the place. This deposit is fully refundable one month after the child has started pre-school. (See appendix 1). The deposit can be paid by cheque or cash. This deposit will be retained if the child does not take up the place offered. If a parent/carer feels they will have difficulty

paying this fee, they are encouraged to contact the headteacher via email using the office email address: office@mayespark.redbridge.sch.uk

## **7.2 Withdrawing from a place**

If a child has started attending a setting and the parent/carer then chooses to withdraw the child from the place, then the parent/carer must give four (4) weeks' notice to the setting. This must be in writing.

If a child is accessing a term time only offer then the notice period will start from the first day of non-attendance at the previous setting and does not include school holidays. For example, if a child does not return in a new term and the parent/carer did not inform the setting, the notice period will start from the first day of the new term. If a child joins Mayespark Primary School Pre-School during a notice period from a previous setting, the parent/carer will be liable to pay for any hours at our standard hourly rate (see appendix 1) whilst the school is unable to claim funding due to an outstanding notice period.

## **7.3 Unfunded Hours**

If the school is unable to access funding due to a child having reached the maximum number of funded hours before the end of the financial year (570 hours of 15-hour funding or 1,140 hours of 30 hour funding where eligible), any unfunded hours will be charged to the parent/carer at our standard hourly rate.

## **7.4 Extended Pre-School Provision**

The school offers a mixed model provision. For children accessing our extended pre-school provision, this will consist of 30 hours funded provision for eligible working parents/carers and an additional non-funded 3 hours and 20 minutes per week. The additional non-funded provision will be charged at our extended provision daily rate. A deposit for this additional non-funded provision is requested of £30.00 and will be refunded subject to the child leaving the setting and full settlement of any amounts owed. Payment should be made in advance each half term. Payment will be required for the entirety of the four weeks' notice period if they leave during the year.

## **8. Activities Outside School Hours**

A nominal charge will be made for activities outside school hours that are organised by staff of the school and for clubs organised by outside agencies (e.g. sports coaches).

Our breakfast and after school club is provided by Shine Clubs, and is booked and paid to them. If your account with Shine goes into arrears, they retain the right to refuse a child entry until said arrears is cleared.

## **9. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or such lower costs as the Head teacher 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 will be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

#### **10. 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. Therefore trips may have to be cancelled due to lack of funding. Parents will be advised to contact the Head teacher if there are concerns at their ability to meet the cost.

Given appropriate evidence, the Headteacher has delegated power to decide the need to provide some level of financial support where necessary.

#### **11. Administration**

The school makes a charge for administrative tasks and reports required by parents/carers. All fees must be paid prior to request to a member of the office staff who will issue a receipt.

**11.1** Letters - A charge is made for writing each letter e.g. to the Home Office / to whom it may concern.

**11.2** Photocopying - Any photocopying that is requested by parents/carers relating to their child, under the 'Freedom of Information Act', will be charged at a rate per sheet for black and white / colour printing

#### **12. Cashless Payment System**

We use an online cashless system for payment of all extra-curricular clubs, school trips, voluntary contributions, residential trips and other events.

The system is designed for parents to access their child/ren's accounts and pay by debit/credit card.

The system also provides us with a barcode should a family not have access to a bank card to enable parents to use a shop with Pay Point – cash can be paid in exceptional circumstances

There is an annual charge to the school which the school pays directly and does not pass on to the parents. If this cost should significantly increase it will be at the discretion of the Headteacher whether it will then be passed on to the parents as a cost additional to the trip/club etc they are paying for.

**13. Remissions**

If the parent/guardian of a pupil is in receipt of income support, family credit, income based jobseekers' allowance (payable under the Jobseekers Act, 1995) or disability working allowance and their child is in receipt of the pupil premium funding, charges in respect of some educational visits (s2), materials (s4), music tuition (s6) and activities outside school hours (s6) will be remitted in full.

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.

### Charging Rates

<b>Pre School</b>	
Pre school standard hourly rate	2023/24 academic year - £5.20 per hour
Pre school admission deposit	£20.00
Pre school extended deposit	£30.00
Pre school extended provision	2023/24 academic year - £4.20 per day

<b>Administration</b>	
Letter / to whom it may concern	£5.00
Photocopying b/w	15p per page
Photocopying colour	25p per page