



Mill Lane Community Primary School & The Windmill Community Nursery

Growing, Thriving, Flying

Charging & Remissions Policy

This policy applies to Mill Lane Community Primary School and the attached Windmill Community Nursery as well as the extended services provision provided by Mill Lane.

Introduction

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of this document.

All pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describe 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 identifies activities for which:

- charges will not be made;
- charges will be made;
- charges may be waived.

Voluntary contributions

Separately from the matter of charging, school may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions, the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

No charges will be made for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- education provided on any trip that takes place during school hours;
- Transport provided in connection with an educational trip
- education provided on any trip that takes place outside of school hours

1. if it is part of the National Curriculum;
 2. part of a syllabus for a prescribed public examination that a pupil is prepared for at the school, or
 3. part of the school's basic curriculum for religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

Activities for which charges may be made

a) Activities outside of school hours

Non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than those activities listed above).

c) Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils..

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

It is the policy of the school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras.' Charges will not exceed the actual cost (per pupil) of provision.

Activity or things which will, or may, be charged for	Notes	Remitted, or help available
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of pupils	Remission for category A (see below). Help available for pupil premium children.
Day visits / trips	Requests for voluntary contributions will be made	Remission for category A / B (see below)
Charges will / may be made for any materials, books, instruments or equipment, where a parent wishes their child to own them	Eg. A clay model – a charge to cover the cost of the clay	No charge
A contribution to help the		Remission for category A / B

school cover the cost of ingredients in cooking activities		(see below)
Child care for attendance at the school Breakfast Club / After School / Holiday Club		Remission for category A (see below)
Extra sessions in the Nursery		Remission for category A (see below)
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual costs.	Remission for category A / B (see below)

Remissions

In order 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 no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of the following

- Income Support
- 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 the Inland Revenue) does not exceed £16,190
- Guaranteed element of State Pension Credit
- Working Tax Credit run – the payment someone may receive for a further 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- Further Qualification
- Children for whom the school receives Pupil Premium funding

Additional categories parents may claim help with some costs in the following circumstances:

Category B

- Families not in receipt of the benefits listed in Category A above, but who nonetheless feel unwilling or unable to pay due to financial constraints. Parents in this category should discuss their concerns about charges with the Headteacher. Decisions about remissions will be made on a case by case basis.
- Examples of families in this category would include those families with more than two children incurring simultaneous charges for school activities.

Category C

- Circumstances that are not included in the categories above for which the Governing Body may deem to be a special case for consideration.

Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- Where possible, we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice, it will be possible to arrange a pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Date this policy was reviewed: April 2023

Date of next review: April 2025

Governor committee with Responsibility: Leadership

Signed on behalf of Governing Body:

A handwritten signature in black ink, appearing to be 'S. Hill', written over a horizontal line.

