



Charging Policy

issued by the Governors of Milton Mount Primary School



Effective from: Autumn 2021

Signed by: Lesley King

Next review date: Autumn 2024

The Charging Policy reflects the UN Convention on The Rights of the Child (CRC) by supporting these Articles:

Article 3: The best interests of the child must be a top priority

Purpose of the Policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Milton Mount's school activities.

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 England. Academies are required to comply with this Act through their funding agreements.

The governing board

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.

Responsibility for approving the charging and remissions policy has been delegated to the chair of governors.

Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the head teacher who will come to an agreed arrangement.

Residential trips

Special rules apply for residential activities.

a) In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within schools hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- 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)
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual Income, assessed by HMRC does not exceed £16,190 for the year 2013/14)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008
Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

b) Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents in receipt of the allowances identified above have the same entitlements.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges will be made for individuals or groups up to to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at

school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

Refund Policy

Refund of the cost of activities when a pupil does not attend:

- i) When a parent or carer has made a payment to the school, whether in whole or in part, towards the cost of an activity, this payment will be refunded if the school does not incur a loss. The school will make all reasonable efforts to secure a whole or partial refund where payment has been made or committed to a third party provider:
- ii) The school's insurance may enable parents to recover the cost of an activity when their child did not attend. However, parents are advised to make their own contingency arrangements to cover their loss in the event that their child cannot attend an activity for which they have paid:
- iii) Parents whose children are excluded temporarily or permanently before or during an activity will forfeit the cost of the activity.
- iv) Where a pupil is voluntarily withdrawn from school by his or her parents/carers and taken off roll, the school reserves the right not to allow the student to participate in the activity and not to refund the cost.

Recovery of charges and costs

The school reserves the right to charge parents the full cost of restitution and repair to the fabric of the buildings, machinery, vehicles, equipment or other assets where damage has been caused by vandalism, negligence or wilful behaviour.

Monitoring and Review of Policy

The head teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the governing body every 3 years.

At every review, the policy will be approved by the governing body.

During the updating of this policy, Safeguarding was taken account of.

Approved by the Governing Body

Signed (Chair of Governors)



Date: Autumn 2021

Review Date: Autumn 2024