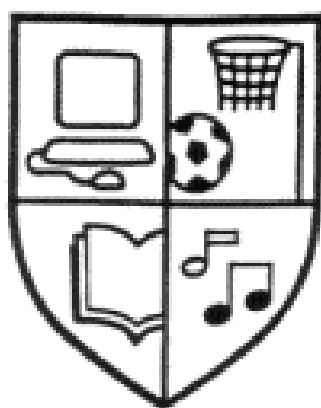


Manland Primary School

Charging and Remissions Policy



Last Review by School	February 2025
Next Review by School	February 2026

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- Assist our families get the support they are entitled to.

2. 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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 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 Resources Committee.

Monitoring the implementation of this policy has been delegated to the Resources Committee.

4.2 Headteachers

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 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.

6.3 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

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. The school has close links with two local charities who can provide support to parents/carers who are entitled to it. All communications to parents/carers regarding residential visits include details on how parents/carers can obtain this support. The office works alongside parents/carers and the two local charities to obtain the support.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips, workshops, sporting activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

8. Support

As a school, we want our families to get the support they are entitled to. This support can take many forms, and the school is always available to assist parents/carers obtain this support.

The following support is provided:

- Advice to parents/carers on how to apply for free school meals is provided in the school data collection pack which all new starters complete. The school makes applications on behalf of parents, where requested.
- Information on how to apply for free school meals is readily available on the school website.
- Reminders regarding how to apply for free school meals and other financial support are regularly provided in the school newsletter (See Appendix 1).
- All communications to parents/carers regarding financial contributions (voluntary or otherwise) include details of the ways in which parents/carers can seek financial support:
 - The James Marshall Foundation
 - The Harpenden Trust
 - Manland Primary (school budget)

In addition, the school's Home School Association (HSA) provides support to families to attend HSA events.

9. Activities we charge for

The school will charge for the following activities: after school clubs. The charge is calculated based on the cost of the activity, including insurance and administration costs.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June each year. Parents will be informed of the charges before the start of each term.

Parents/carers are asked to make contact with the school office if their child would like support for their child to take part in an after school club.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than **£7,400** after tax and not including any benefits you get).

11. Monitoring arrangements

The school business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the school business manager every year.

At every review, the policy will be approved by the Resources Committee.

Appendix 1

Support

Herts County Council

Any parent or carer can make an application for financial support from HCC by visiting www.hertfordshire.gov.uk/freeschoolmeals. We encourage all parents and carers to apply for the support they are entitled to, even if you suspect the period will only be temporary (e.g. a parent/carers made redundant and between jobs). Alternatively, the school office can make an application for you – please just contact us on admin@manland.herts.sch.uk.

Some of the benefits your family are entitled to, are as follows:

Key Stage 2 (Years 3, 4, 5 and 6)

- free school meals
- meal vouchers for the holiday periods
- access to free holiday clubs (Herts HAPpy activity camps)
<https://sportinherts.org.uk/happy/booking/>
- assistance with music lesson fees
- assistance with travel costs

In addition, the school will receive additional funding from the Government to support your child's education ("Pupil Premium funding").

Early Years and Key Stage 1 (Reception, 1 and 2)

- meal vouchers for the holiday periods
- access to free holiday clubs (Herts HAPpy activity camps)
<https://sportinherts.org.uk/happy/booking/>
- Whilst all EYFS and KS1 children already receive a free school meal (under the Government's Universal Free School Meal scheme), a successful application will result in the school receiving additional funding to support your child's education ("Pupil Premium funding").

Manland Primary

We do appreciate that some families do not qualify for the support above.

We never want a pupil at Manland to miss out on an opportunity due to financial constraints

If there is a club, event, trip, cake sale, (or anything!) coming up and you think you might need some support, please get in touch. All discussions will be treated in strictest confidence.

In addition, we are incredibly fortunate in Harpenden to have two local charities who support children in Harpenden and we would encourage parents/carers to make contact with them to get the support they are entitled to. If you require any assistance with this, please get in contact with the school office:

James Marshall Foundation

The James Marshall Foundation's mission is to help young people who need support for education and career development opportunities by awarding grants. They help young people under 25 living in Harpenden, Wheathampstead, Kimpton, Redbourn, Flamstead and Markyate. This enables them to offer help with grants related to:

- Equipment and travel for work/apprenticeships
- Further education courses
- Apprenticeships/College/University costs
- Extra-Curricular activities: sport, music, creative arts
- Scouts/Guides and DofE
- Laptops and printers
- Residential school trips
- School uniform

For further information, or to apply for a grant, please visit:

<https://www.jamesmarshallfoundation.co.uk/apply-for-funding.html>

Harpenden Trust

Harpenden Trust offers support for individuals, families and young people in need, by way of the Care Fund. Families can be provided with confidential help to meet the cost of:

- Electricity, gas and water bills
- Vouchers for food, school uniforms or essential school trips
- Supply of new and recycled furniture and white goods

In addition, the Trust arranges an annual outing for families with young children who have received support in the year.

For further information, or to apply for a grant, please visit:

<https://www.theharpendentrust.org.uk/how-we-can-help/care-fund>