



Mill Hill Primary School

Charging and Remissions Policy

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Co-ordinator responsible for the policy, in consultation with staff and governors:

School Business Manager

Reviewed: November 2024

Next review date: November 2027

Introduction

The governors' aim is to ensure that every pupil has access to all areas of the life of the school, regardless of their parents' ability to pay. This means that education is offered free of charge to all pupils and if the school decides that an activity should take place, it will normally cover the costs. However, a few activities which the school would like to offer involve considerable extra cost and the governors will require parents to make contributions towards those costs if they want those activities to continue.

This policy sets out the school's approach to such activities where additional costs are incurred and has been drawn up in accordance with the Department for Education's 'Charging for School Activities' document dated May 2018.

Day visits

We do not charge for educational visits that take place during the school day that are part of the National Curriculum or part of Religious Education.

We do ask parents/ carers to make a voluntary contribution, in order to supplement school funds where the school incurs significant costs. All visits will be planned with best value in mind and to minimise contributions from parents/carers. No child will be left out of an activity because their parents or carers cannot or will not make a voluntary contribution.

Letters sent home will contain details of the expenditure involved in the visit and how the contribution amount has been calculated. There is no levy on parents who can pay to support those who do not.

However, if insufficient contributions are received to cover the cost of the activity, the school may have no option but to cancel the activity in question.

Residential visits

Parents/carers who wish their child to attend any planned residential activity will be required to pay the full cost of the board and lodgings that is charged to the school. A voluntary contribution will be requested for transport and activities. A payment plan will be set up and each child will receive a payment card to record all monies received.

Where families are in receipt of certain benefits, they may be exempt from paying the cost of board and lodging (these are usually the same benefits that define eligibility for free school meals). Parents/carers should speak to the Headteacher in order to establish if such funding arrangements exist.

Every residential trip must be paid for in full before the deadline to ensure that the child is able to go.

Parents/carers who think they will struggle to meet the costs of a residential visit are encouraged to talk to the Headteacher in confidence to discuss easier payment alternatives. This may include extending the payment period.

Musical instrument tuition

Children study music as part of the normal school curriculum and there is no charge for this. Children may also take part in small group tuition and there is also no charge for this.

Although individual music tuition is not on offer in school at present, children will be charged the full cost of individual music tuition if offered in the future, as this teaching will be additional to music within the school's curriculum. Parents/carers may need to purchase an instrument in order for their child to practise at home but they would be notified in advance of this requirement.

Extra-curricular activities

The school offers additional extra-curricular activities from time to time (e.g., after-schools clubs) and we may make a small charge towards the cost of resources. We will always try to keep the charge at a fixed rate and to a minimum.

Damage to school premises/equipment and loss of school property

If a child is responsible for wilful damage to school property or the misuse or loss of books and equipment, the school will charge their parent/carer a minimum of 50% of the costs to replace the item or repair the damage.

If a library book is lost, the cost to replace it will be charged to the child's parent/carer.

Remission

Parents who have contributed voluntarily may have a refund if their child is unable to attend a visit through illness. In the case of residential activities and musical instrument tuition, the governors will consider sympathetically cases of genuine financial need and may remit charges.