



Milverton Primary School

Charging and Remissions Policy

Agreed by: Finance and Personnel Committee

Date Agreed: November 2023

Date to be reviewed: November 2026

Updated Issue #3 November 2023

This document outlines the types of activity that Milverton Primary School can be charge for and when charges will be made.

All education provided during school hours will be free of charge to all pupils at the school, including any materials, books, instruments or other equipment. No charge will be made for education provided on any visit that takes place during school hours or outside of school hours if it forms part of the National Curriculum.

Aims

- We aim to create an inclusive environment, ensuring all children have access to, and are fully supported in engaging with, school life.
- We aim to support all families throughout their time at Milverton Primary School – should you wish to discuss any opportunities for financial support or face challenges please contact the school office or Headteacher. Early discussion enables us to support families more effectively.
- Milverton Primary School aims to have robust and clear processes in place for charging and remissions.

2. Definitions

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

3. Voluntary Contributions

For some activities, organised by the school to enrich the curriculum or educational school trips, Milverton Primary School may from time to time invite parents to contribute to the cost of these activities. Milverton Primary School has a school fund which parents are invited to contribute to on a termly basis.

- All contributions are voluntary; any contribution to cover charges will not exceed the actual cost.
- No child will be treated differently regardless of the voluntary contributions made by their parents and carers. Trips and activities will include all appropriate children regardless of contribution.
- If sufficient funds are not raised from voluntary contributions then the trip or activity may be cancelled but no individual pupil will be excluded due to lack of funds.
- The school sometimes makes a contribution to trips and activities in order to support the event, parents can request to know how each trip and activity is funded.

4. Where Milverton Primary School can apply charges

4.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

4.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing related resources. 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 exam that the pupil is prepared for at school
 - Religious education
- Transport (other than transport required to take pupil to school or to other premises where local authority/governing board has arranged for provision of education)
- Board and lodging for a pupil on a residential visit (see below)
- Extended day services offered to pupils.

When calculating the cost of optional extras, an amount may be included to cover the cost of any resources, facilities or staff in relation to the activity.

Any charge made 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 that is charged for.

4.3 Music Tuition

- Music provision which is part of the National Curriculum will not incur a charge, However, when required, voluntary contributions will be requested for this.
- There is a charge for individual or group music lessons where pupils are taught a musical instrument. The payment for music lessons are now managed by the Warwickshire music service, and payments are made directly with the service.

4.4 Residential Trips

If a residential visit is organised in or mainly in school time to meet the requirements of the National Curriculum then a charge will be made to cover the costs of board, lodging and insurance. Parents may approach the school to aid with financial assistance.

5. Where Milverton Primary School will not make charges

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any related resources)
- 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 exam 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 Swimming

The school organises off-site swimming lessons for all pupils in years 3, 4, 5 and 6. These take place during school hours and no charge is made for this activity. The school does ask for voluntary contributions to cover these costs.

5.3 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

5.4 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Remissions

In some circumstances the school may not charge for items or activities set out in section 4 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

6.1 Remissions for residential visits

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

- Universal credit in prescribed circumstances
- 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 Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

7. School Meal Debt

Universal Free school meals are available to all children in reception classes, year 1 and year 2. Your child may be eligible for free school meals in other year groups – please discuss with the school office or Headteacher.

For those children in year 3 and above there is the option to pay for school meals. When families fall behind on payment for school meals the following process is applied.

- When a family owes between £10 and £20 a letter is sent reminding families of the debt owed to school and a request for payment.
- When the debt is above £20 families are advised that no more hot meals will be provided to the child until the debt is cleared and should they require support in meeting this debt they are to contact the Headteacher to discuss payment.

Milverton Primary School aims to support all families during their time at the school – if you have any questions or challenges financially please contact the Headteacher.