MYTHAM PRIMARY SCHOOL

Charging and Remissions Policy

Policy owner	Miss Sarah Cole – Business Manager
Version	1.1
Approved by	Resources Committee
Approval date	13 October 2026
Effective from	1 September 2026
Next review	September 2027
Policy status	Approved

Version Control

Current version	Previous version	Summary of changes made
1.1	1.0	Expansion of point 4.4. Addition of section 7 on voluntary contributions.

Contents

1. Aims....3
2. Legislation and guidance....3
3. Definitions....3
4. Roles and responsibilities....3
5. Where charges cannot be made....5
6. Where charges can be made....5
7. Voluntary contributions....7
8. Damage / Loss to property....7
9. Remissions....8
10. Monitoring arrangements....8

1. Aims

Educational experiences should be accessible to all our children. We do not charge for any activity undertaken as part of the delivery of the National Curriculum in school i.e. within the school and delivered by our staff.
Mytham staff plan educational visits to enhance the curriculum. When planning these visits staff are asked to consider the educational merits and whether it justifies asking for voluntary contributions for the educational elements and for transport from parents.

All educational visits are planned to support and enhance pupils' learning, personal development and wider curriculum experiences. Some visits may also provide opportunities for celebration, enrichment and enjoyment.
We may ask for a voluntary contribution to the cost of a visitor coming to deliver a curriculum workshop.

The Governing Board is committed to ensuring that no child is disadvantaged through inability to pay. Decisions regarding charging and remissions will be made fairly and consistently and in accordance with the Equality Act 2010

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 449-462 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.

4.2 The headteacher

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

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

When organising educational visits, visitors or specialist speakers/workshops, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. Charges are used only to cover the expenses of a trip, visit or activity, and not to make profit**.**

Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:
• any activity which takes place during school hours.
• school equipment; and
• school funds generally.

Parents who may find this difficult due to financial difficulties should discuss this with the Headteacher or the office staff in the first instance rather than the class teacher. The letter sent to advise parents about the educational visit will suggest this course of action. All requests for support will be treated confidentially.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. We endeavor to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Children Looked After (Children in care) may have these visits paid for from funding the school receives for them.

Administration around Planning school activities/ visits
We ask parents to bear in mind that a lot of planning and preparation goes into every event involving leaving the school premises and we ask for your support with ensuring you respond within the timescales presented.

We get the best price possible for transport and venue costs.

Parents will know that the price of 'days out' to zoos, theatre and other venues can be very expensive. This is the same for a school visit. We aim to reduce the cost as much as we can.

The school invests significant time in planning and organising educational visits. To support this process, parents are asked to respond to communications, provide permissions and make payments within the stated timescales wherever possible.
Parents are encouraged to support the efficient organisation of visits by responding promptly to requests for consent and payment.

It is therefore the parent's responsibility to;

a) Parents should pay promptly and provide permission before or by the due date. Staff will send a minimum of 2 reminders leading up to the due date. If payments are not received and the cost of the trip cannot be met this could lead to the trip/visit being cancelled.
b) Let senior leaders know if they are likely to struggle to make the payments. It may be possible to set up a payment plan and spread out the costs.
c) If you are aware that your child will not be attending the trip, let the office/class know as soon as possible as this impacts on costs.

There will be a minimum of two reminders to pay for the visit. If – after this time – there has not been enough payments to cover the cost of the trip and associated items, we will exercise our right to cancel the trip.

We thank our parents/ families for understanding the importance of settling accounts as quickly as possible to avoid additional work for the office / classroom staff.

Withdrawal from Educational Visits
Once a place has been booked and payments have been committed by the school to transport providers, venues or activity organisers, refunds may not be available if a parent chooses to withdraw their child from a visit. Refunds will only be issued where the school is able to recover the costs from the provider or where another pupil is able to take the place and no financial loss is incurred by the school. Decisions regarding refunds will be at the discretion of the Headteacher.

5. Where charges cannot be made

Below we set out **what the school 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 - the school organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for swimming.
- 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 the school 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 below)

- Music and vocal tuition, in limited circumstances
- 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
- If school incurs costs for providing education outside school hours e.g. residential trips such as Robinwood, parents will be charged for the activity. Participation is on the basis of parental willingness to meet whatever charges are made.

6.2 Optional extras

We are able to charge for activities known as 'optional extras. In these cases, the school 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/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

All children have music lessons as part of the curriculum. However, the school also facilitates music tuition e.g. guitar, brass, provided by Bolton Music Service. If a child wishes to have additional music tuition they can do so but this is

organised via Music Service Direct where parents pay the Music Service for tuition. *This is a private arrangement between music service and parents.* http://boltonmusicservice.com/music-tuition-and-ensembles/

At Mytham, Governors are keen to ensure that **any child who shows a flair** in a particular sporting or musical skill should **not** be excluded from participating due to financial constraints.

The school 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 parents.

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

The school organises an annual residential visit to Robinwood for Y6 pupils which is to provide education directly related to outdoor and adventurous activities. This visit takes place mainly over a weekend. We make a charge to cover the costs of travel expenses, food and board and lodging but we do not charge for the educational elements of the experience. Children Looked After (Children in care) may have these visits paid for from funding the school receives for them.

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.5 Sports Activities

We can charge for extra curricular sports coaching by outside agencies as this is not required as part of the National Curriculum.
A wide range of clubs is offered after school, some of these are free. When a specialist teacher or qualified coach runs and organises an after school or holiday session- a small charge will be made. The school does not make a profit from these charges. It covers the cost of the coaching fees.

6.6 Supply of Goods or Services e.g., lettings

- Outside agencies using the school premises or facilities will be charged at a rate to be agreed in line with charges outlined in the Lettings Policy. Such letting of the school premises or facilities will only be permitted if there is no disadvantage to the education of Mytham Primary school pupils.
- School may charge for services provided by staff during school hours e.g., consultancy /in-service training at other schools.

Additional activities organised by the school include:

- Visits to museums and theatres linked to curriculum themes
- Sporting events
- Musical performances
- Visits to places of historic/ geographical interest-linked to curriculum themes
- Fieldwork activities

7. Voluntary Contributions

The school may ask for voluntary contributions towards the cost of activities and visits.

No child will be excluded because their parents are unwilling or unable to contribute.

Where insufficient contributions are received, the school reserves the right to cancel the activity if it is not financially viable to proceed.

8. Damage / Loss to property

In cases of willful or malicious damage to equipment, or breakages, the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

In the event of school books on loan to children including school planners being lost / damaged beyond repair, the school will charge a fee for its replacement based on the replacement cost of the item. To ensure that school can afford to maintain consistently high levels of good quality reading materials, there will be a contribution of a £5.00 charge to replace books. This includes all classes from Nursery to Y6. An invoice for payment will be sent home with the child. If this is not paid within 7 days, sadly school will no longer be able to send reading books home although we will continue to support access to reading resources within school.

9. Remissions

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

The school may use Pupil Premium funding, where appropriate and in accordance with funding conditions, to support eligible pupils in accessing educational visits and enrichment activities. Parents/Carers can contact the Business Manager with any queries and the final decision lies with the Headteacher.
Children Looked After (Children in care) may have visits and activities paid for from funding the school receives for them.

10. Monitoring arrangements

The Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Headteacher annually.

At every review, the Resources committee will approve the policy.