



Charging and remissions policy

Person responsible	Georgina Mawdsley
Governor appointed	Kim Holland
Date of Last review	November 2023
Date adopted by Governors	November 2024
	Changes to be made to reference made to Income support to appropriate benefits- as highlighted.
Date of next review	Autumn term 2023
Signature of Chair of Governors	

Charges and remissions Policy for Middlemarch School

For School Activities

Aim: To follow the basic principle – that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours, and this information is included in the school prospectus.

Musical Instrument Tuition:

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Voluntary Contributions

Although we do not charge for most of our school-time activities, we invite parents to make a contribution to make school funds go further. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage. The essential point is that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind. It may be necessary to state that the activity will not take place if parents are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

- a) that there is no obligation to contribute; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) for some trips we may operate a system so that the cost can be spread over a longer period.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. Parents could be asked to contribute towards part of the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events.

Education Partly During School Hours

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that

activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fall mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip which involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

Residential Activities

Special rules apply for residential activities. A trip counts as falling within school time when the number of school sessions missed by the pupils amounts to half or more of the number of days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half days beginning at noon and midnight. On this basis, a term-time trip from noon on Wednesday to 9pm on Sunday, would last for nine half days, including five school sessions, and would count as taking place in school time. A trip from noon on Thursday to 9pm on Sunday would count as seven half days, including three school sessions, and would therefore be classified for charging as taking place outside school time. For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving Income Support;

Income-based Jobseeker's Allowance; Support under part V1 of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £13,230.

Extract to appear in all letters regarding charging for activities:

I am obliged to point out that as the visit takes place in school hours, there is no legal obligation for full contribution payments. Middlemarch school may be able to help families in receipt of Free School Meals. Please contact the School Business Manager who will explain the procedure for requests for financial support, the School Business Manager is always happy to discuss financial matters relating to trips. I must point out, however, that unless we receive your support the visit may not proceed.

Middlemarch School run two residential trips which are voluntary that take place mainly during school time, for which a charge is made for transport, activities and board and lodgings. Remissions are offered to pupils eligible for Pupil premium funding. Costs are calculated on the number of pupils taking part.

The Head teacher will advise parents of the right to claim free activities if they are receiving these benefits.

Remission

Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness or in discussions with parents if this is the school's decision due to unacceptable behaviour.

Freedom of Information Act 2000

Requests for school policy documents will be charged at 10 pence per single sided A4 sheet. Charges made to members of staff and other educational bodies will be at the discretion of the Headteacher.

Replacement Charges

Parents will be asked to pay for the replacement of equipment, materials, etc where items need to be replaced due to wilful damage or careless loss. The charge will be at the Head teacher's discretion based on replacement cost and value of the lost/damaged item.

Appendix 1

Information to be included in a school trip letter (Sample letter attached)

Opening paragraph to inform of links to NC, educational reasons for visit etc.

Which classes are included

Dates and times of visit

Lunch arrangements

Sample letter:

Dear Parents, As part of our Geography topic, "A Contrasting UK Locality", we will be visiting Stratford Upon Avon on Monday 23rd June 2008. This will provide a first hand opportunity for the children to see the locality they are studying and an invaluable insight into what Stratford is like. We will be going into the town centre looking at William Shakespeare's birthplace and viewing the Royal Shakespeare Company Theatre from the park next to the River Avon. The main aim is to consider the similarities and differences between Stratford and Nuneaton. We will be travelling to Stratford by coach. The trip will take place within school hours, leaving school at around 9.00am and returning to school by 3.00pm. Children will need to bring a disposable packed lunch (please note that children eligible for free school meals will be provided with a packed lunch). Uniform will need to be worn and as the trip will involve a lot of walking, children will need to wear appropriate footwear. Please provide your child with a waterproof coat in case of rain and apply sun lotion before coming to school if you feel that this is necessary. Please return the slip to school by Thursday 19th June, 2008.

Yours sincerely, Year 5 Teachers

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Year 5 Stratford Visit

I give permission for my child to attend the Stratford visit and enclose payment of £6.75.

Child's NameClass

..... Signature

.....(Parent/Carer)

Date.....