MORTON TRENTSIDE PRIMARY SCHOOL
CHARGING & REMISSIONS POLICY

Approved by the governing body on:	February 2024
Signed (Chair of Governors)	
Review Date	February 2025

Introduction

The Education Reform Act (1988) outlined provisions on charging for school activities. The purposes of these provisions are:

- To maintain the right to a free school education
- To ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- To give educational authorities and schools the discretion to charge for optional activities provide wholly or mainly out of school hours.
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

The Governing Body of Morton Trentside Primary School will ensure that charges made to parent/carers for activities undertaken in school are justified, open and transparent. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

The Governors believe that educational visits (or visitors) are an extension to, and an enrichment of, the curriculum. They recognise and approve the need for voluntary contributions from parents.

The policy is reviewed annually.

Voluntary contributions – Educational Visits

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school asks parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we will have to cancel a trip. If a trip or visit is cancelled, any monies contributed would be returned. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others. If parents are experiencing financial difficulty, they are invited to speak in confidence to the Headteacher or School Business Manager.

The following is a list of additional activities organised by the school, for which we may ask for voluntary contributions from parents. This list is not exhaustive:

- School trips

• Workshops provided by an external tutor
• Sporting activities which are not part of the curriculum
• Musical events
• Visitors into school

Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education not directly related to the delivery of the National Curriculum, we make a charge to cover the costs of any workshops, board, lodging and travel expenses. This will not exceed the actual cost of the visit. If parents of children in receipt of pupil premium, they are invited to speak in confidence to the Headteacher or School Business Manager regarding the costs.

In the case of Residential trips when school has to make a commitment in advance, any deposit received from the parents will be non-refundable.

Optional extras

We are able to charge for activities known as 'optional extras.' In these cases, Morton Trentside Primary School can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school 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 club and supervised homework sessions)

Swimming

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 the swimming lessons or the transport. We inform parents when these lessons are to take place.

Additional sessions may be provided for those children who have not met the National Standard. Sports Premium will be used to fund this.

Music Tuition

Morton Trentside Primary 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 parent/carer. Charges will not exceed the cost of the provision, including the cost of the staff giving the tuition. Charges will not be made:

• If the teaching is an essential part of the national curriculum
• For a pupil who is looked after by a local authority

Breakages

Where school property has been wilfully or recklessly damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

School Meals

School meals are provided by an external supplier – Ideal Meals - and delivered to the school daily. The children are offered five options which include a baked potato with a choice of fillings every day. Meals are ordered and paid for directly with the company. The cost per hot meal is currently £2.50 (Feb 24). Parents of children who are entitled to free school meals are able to order meals at no charge. Please contact the school office confidentially if you are in receipt of benefits and would like more information about this entitlement.

School Milk

This is currently provided by Cool Milk free of charge for children under 5 years old. Parent/Carers who wish to arrange an optional request for milk, do so directly with Cool Milk. Payment is made directly to the company themselves.

School Uniform

Our current provider of school uniform with a logo is Uniform Direct. Children do not need to wear uniform with a logo, as long as it is the school's colours as outlined on the website.

Suppliers of all our services are reviewed on a regular basis to ensure value for money for Parent/Carers and none of the above costs have been or will be increased to gain profit for the school.

Mini Morton Pre-School

For extra sessions above the 15 hours or 30 hours EYE funding entitlement, fees will apply. Private sessions fees also apply at the same rate. All fees are confirmed in writing prior to the sessions being taken and parents/carers are aware of all charges. Currently non-funded additional hours are charged at £4.75 per hour (February 2024). Payment methods are via online banking or childcare vouchers and invoices are sent out as per our published payment schedule, unless agreed otherwise.

Funding declaration forms and parent contracts must be completed prior to a child starting and

returned to the school, in order for us to make the funding claim.

Booked sessions will still be charged if not taken, unless 24 hours' notice is given. The school cannot give refunds for any session that has been booked but the child does not attend.

Morning Session: 09.00am – 12.00pm
Afternoon Session: 12.30pm – 3.30pm

Before School Childcare

Fees are charged per session, in line with contracted hours and bookings made. The current cost of Morton Vikings breakfast Club is £6.50 per session.

Kids HQ invoice the parent/carer for their child's sessions as per the payment schedule.

Remissions

Under this policy, the Headteacher has the discretion to waive charges, either in full or part, for an individual. This may be when, in the opinion of the Headteacher, there is clear evidence of financial hardship or when it is in the best interests of the pupil to attend e.g. the pupil would benefit either socially or educationally.

Where a pupil is educated off-site but it is deemed to be part of the normal school day and in the best interests of the child, for example, within a different educational facility, no charge will be made to parents / carers.