



# Mulgrave Primary School

*Learn | Believe | Succeed*

Name of Policy	Charging and Remissions Policy
Frequency of review	Bi-annually
Agreed Date	July 2025
Review Date	July 2027

## 1. AIMS

Mulgrave Primary School recognises that all pupils are entitled to a broad and balanced curriculum. This includes a range of additional activities such as clubs and trips. The school aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body and Senior Leadership Team aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## 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 to 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](#)

For regular activities, the charges for each activity will be approved by the governing board and reviewed each year. Parents will be informed of the charges for each activity before commencement

### 3. ACTIVITIES WE CHARGE FOR

The following are examples of when we ask for payments:

#### **Requests for School Paperwork (as outlined in the Freedom of Information Act)**

Parent/ carers are now entitled to ask for copies of some school documents. If

they do require a copy of school paperwork, there will be a charge to cover the

cost of photocopying and paper (To Whom Letters). There is an admin charge for Parental requests evidencing that your child attends or previously attends Mulgrave School.

Parents will need to provide a letter from the agency requesting this information. For example: Benefits, Home office, Solicitors.

The following information will also need to be provided in order for the letter to be generated:

- Child/Children's passport or full birth certificate
- Parents Passport (photograph evidence)
- Marriage Licence – Other information need depends what has been requested in the letter
- Poof of current address

#### **School Meal**

If parents/carers wish for their child to have a school meal, they need to obtain and complete a 'Dinner Arrangement Form'. The form is to be returned to an admin member of the school's office team.

Please refer to the **Debt Recovery Policy** if parents fail to make payment for the school meal.

## **Books and Equipment**

Books and stationery are provided free for the use of the children during their duration in school. Parents/carers of pupils who lose or damage books or equipment issued to them may be expected to pay the cost of replacement or repair.

## **Residential Visits**

When the school organises a residential visit in school time, which is to provide education, we do not charge for the education. However, we do charge for board and lodgings. Parents/carers of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on the visit will receive a part remission of any charges that would otherwise be payable in respect of board or lodgings:

- Universal Credit (Child Tax Credit, Housing Benefit, Income Support, income-based Jobseeker's Allowance (JSA), income-related Employment and Support Allowance (ESA), Working Tax Credit
  - Support under Part VI of the Immigration and Asylum Act 1999
  - Guarantee element of State Pension Credit

## **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. Therefore, no charge is payable.

## **Fruit**

Every child in the Foundation Stage and Key Stage One is given a piece of fruit daily for free, as part of the 5 a day scheme.

## **Milk**

Pupils in Reception Class have the opportunity to have a third of a pint of full

fat milk at school. This is free and will cease when pupils reach 5 years old.

### **Loss and Damage to School Property**

Parents/carers of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, may be liable for the cost of repair or replacement at the Head Teacher's discretion.

### **After School Club, Extended Services and Holiday Club Activities**

The school offers additional after school activities and reserves the right to charge nominal fees for these sessions. This may include Football, Basketball and Multi-Sport. The cost of these clubs is determined by the outside provider. Please see the provision application form.

Payment for the requested sessions must be paid prior to the service commencing.

### **Nursery Paid Place**

Families who are not eligible for the 30-hour government childcare funding can apply for a paid 15 hour place. Charges are listed on the school website

## **4. Voluntary Contribution**

When organising school trips or activities to enrich the curriculum, the school invites parents/carers to contribute to the cost. All contributions are voluntary if the activity is during the schooling hours. Pupils will not be excluded from taking part in any such activity through financial disadvantage.

## **5. Remissions Policy**

The Head Teacher, in line with policy agreed by the Governing Body, may remit in full or part, charges in respect of a pupil, if they feel it is reasonable in the

circumstances. If parents/carers have difficulty in paying they should not hesitate to discuss their circumstances in confidence, with someone at the school, and they will be advised as to what help might be available. All remissions will be authorised by the Head Teacher.

The Head Teacher may decide not to levy charges in respect of a particular activity, if they feel it is reasonable in the circumstances.