Moulton Chapel Primary School
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Charging and Remissions Policy

Principles

Education is provided free of charge if it takes place wholly or mainly during school hours.

Under the requirements of the Education Reform Act 1988 (as consolidated in the Education Act 1996) a local authority school can only raise the cost of a visit that takes place 50% or more in school time by voluntary contribution. There is no obligation to contribute, and children will not be treated differently according to whether any contribution has been made. However, a planned visit can only go ahead if the level of financial support is sufficient.

Complete remission of board and lodging charges to pupils whose parents receive Universal Credit if the activity is deemed to take place during school hours or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89 i.e. no charge for any activity provided to:

- *Fulfil any requirements specified in the syllabus for a prescribed public examination.*
- *Specifically fulfil statutory duties relating to the National Curriculum.*
- *Specifically fulfil statutory duties relating to Religious Education.*

LA's Charging and Remissions Policy

The school will follow the principles laid down in the LA policy, i.e. full charges may be made for musical tuition, activities outside school time, board and lodging on residential visits (except where statutory remission applies).

Voluntary contributions by parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, but such requests must make it clear that there is no obligation to contribute. Pupils will not be treated differently according to whether their parents have agreed to make a voluntary contribution.

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but no pupil may be excluded from the trip because parents have not contributed.

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Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise funds to cover any shortfall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.
Parents have a right to know how each trip is funded. The school provides this information on request.

Charging parents for breakages and fines

Parents may be asked to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost book, etc., where this is the result of a pupil's behaviour.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- *visits to museums;*
- *sporting activities which require transport expenses;*
- *outdoor adventure activities;*
- *visits to the theatre;*
- *musical events.*

Educational visits and journeys

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents who receive Universal Credit, Disability Working Allowance or income-based Jobseekers Allowance are asked to contribute to a significantly reduced cost or no cost at all if agreed with the headteacher.

School Meals

Parents are given the opportunity to purchase a hot lunch for their child(ren). The charge for the meal will be the charge made by the supplier to the school and no additional costs will be added for administration. Payment of chosen meals is paid in advance using the online system for the meals company. Those families who have been identified as those in recent of Free School Meals do not pay towards their child's hot school meal.

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Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Currently the school has a peripatetic teacher for stringed instruments, and all parents are charged for this 1:1 tuition through Lincolnshire Music Service which the school subsidises heavily to support accessibility for all.

Swimming

*The school organises swimming lessons for all children. This takes place during school time. We inform parents when these lessons are to take place. We ask for voluntary contributions towards the additional costs for travel for this activity, no child is excluded from this activity if parents have not contributed towards the additional costs incurred by the school – **this does not include the cost of the swimming instruction which is met by the school**.*

Lettings

Charges for the use of school premises for private hire are made in accordance with LA guidance for Lettings Fees. The administrator has this guidance which is available on request.

This policy will be reviewed by the Governing Body annually.

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