

Charging & Remissions Policy

Status	Statutory
Review cycle	Annually
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Date of next review	October 2027
Headteacher	Mrs Wreford
Chair of Governors	Christina Powell and Melissa Shaw
Published on website	Yes

AIMS OF THE POLICY

Meadlands School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independently of their parents/carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

BACKGROUND TO THE POLICY

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities, This legislation may be viewed at
http://www.opsi.gov.uk/acts/acts1996/ukpga_19960056_en_28

ITEMS FOR WHICH NO CHARGES WILL BE MADE

Education provided during school hours (including supply of materials, books, instruments).

Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

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.

Transporting registered pupils

- to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- to other premises where the governing body or local education authority has arranged for pupils to be educated;
- to enable them to meet an examination requirement when they have been prepared for that examination at the school.

ITEMS FOR WHICH CHARGES WILL BE MADE

Within School Hours

Educational visits and activities
When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

Swimming
The costs of providing swimming tuition in the local public pools, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. Although the school will provide some funds to support this activity to ensure all pupils' educational requirements for swimming will be met it will be necessary to request voluntary contributions to offset the balance of costs.

Music
All pupils study music as part of the normal school curriculum for which no charge is made. In addition, music groups run during the school day, at lunchtime or after school for which no charge is made (e.g. recorder groups, Choir). The governors do, however, reserve the right to charge for these activities as "optional extras" if they occur outside school hours and are not part of the National Curriculum.

Peripatetic music teachers teach individual or group lessons for which a charge is made. There is some remission of fees for those families in receipt of certain state benefits. Information about additional music tuition is available from the school office.

Craft/Technology Activities
All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. School reserves the right to charge for ingredients and materials at cost when they are not provided by the parents/carers.

Early Years Provision
A charge will be made to cover the cost of providing Early Years Education in excess of the hours funded by the Local Authority. As this is deemed to be an optional extra, the parents/carers agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an

element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places Governors will have regard to the guidance provided by the Local Authority.

Not Within School Hours

Residential Visits
Charges will be made for the cost of the visit (Board and lodging, travel costs, entrance fees etc). Families are invited to pay in instalments over several months or in one single payment. Any parent/carer who refuses or is unable to meet the charge should not expect their child to be included. Any parent/carer unable to meet the cost is invited to apply for a remission, please refer to section 6.

Optional Extras
Charges may be made for some activities known as "Optional Extras". These may include-

- extra curricular activities
- any equipment and/or staffing in relation to extra curricular activities
- Breakfast, After School and Holiday clubs

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Extra curricular clubs cancellation:

- In the case of a child being absent due to illness no refund will be made.
- In the case of a child not being unwell but having to isolate whilst waiting for a Covid-19 result you may choose to request a refund if this affects more than one session.
- In the case of inclement weather we will do our best to schedule a make-up session.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

Other Charges

Additional Text Books and Study Materials
From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil's learning. In these circumstances it is the parent/carer's choice to purchase and therefore the charge will be met in full by the parent/carer. Any such charge will be equal to the cost price of the item concerned to the school.

Lost or Damaged Items of School Property
Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

School Uniform
Meadlands uses a clothing supplier who provides quality school wear at affordable prices. In exceptional circumstances the LA has discretionary power to provide assistance towards the purchase cost.

School Meals
Parents/carers whose child takes a school lunch must pay the relevant cost stated by the schools catering supplier. Pupils may be eligible for free schools meals. Application forms available from the school office.

Remissions

Meadlands School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra-curricular, independently of their parent's/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full.

If a parent/carer wishes to apply for a remission of charge a form is available from the school office.

Appendix 1
Application for Remission of Charges

To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer				Mr/Mrs/Miss/Ms/Dr/	
Forename/s			Relationship to pupil		
Full Postal Address					
Postcode		Phone No.		Mobile No.	

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity		Date of Activity	
Please state the reason(s) why you are requesting remission:			

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant …… Date …….

Please return the completed form to the school office in an envelope addressed to the School Business Manager and marked confidential.