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## **CHARGING AND REMISSIONS POLICY**

Morden Primary School is committed to providing a rich and varied curriculum for all its pupils. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. They are an integral part of a child's learning experience; however they do incur a cost to the school.

### **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 449-462 of which set out the law on charging for school activities in maintained schools in England.

### **Definitions**

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

### **Charges**

The school may make charges for any activities that are wholly or partly outside school hours and/or when these are optional extras. Where external companies charge a transaction fee, this will be included in the overall cost charged to parents.

In effect, charges may be made in the following circumstances:

### **School Trips**

Parents will be asked to make a contribution to pay for the cost of a school trip or visit. These contributions will not exceed the actual cost. Any additional cost incurred will be paid by the school. We will make all reasonable attempts to reduce the total cost, e.g. by walking or using public transport.

A request for voluntary contributions may be made throughout the year to support the cost of school outings or visitors to school such as theatre companies or authors. It may be necessary to cancel some activities if we do not receive enough voluntary contributions to cover the cost of the opportunity. When an event is dependent upon sufficient funds to enable it to take place, this will be made clear in the initial letter offering the opportunity. Occasionally events may be subsidised from the School Fund or by the Parents and Teachers Association (PTA).

### **Residential Activities**

These are optional and the school will try to find viable options to support families who are struggling to afford the opportunity. Charges are made to cover the cost of residential activities.

### **Music Tuition**

For individual and group music tuition, when the teaching is additional to the requirements of the National Curriculum, parents will be responsible for the charges. (e.g. Rocksteady)

## **Swimming**

Parents will be asked to pay a contribution towards the pupils' swimming lessons in KS2.

## **Out of Hours Activities**

Activities that take place out of school hours and are organised by private hirers will carry a charge, for example football club with external coaches, gym club, dance and drama workshops.

## **Breakfast Club**

Parents are required to pay for this service. Please refer to the breakfast club policy and registration forms for information on costs.

## **Lettings**

Charges are made for school lettings outside of school hours. These are dealt with separately by the independent hirer. See our Lettings policy for further information.

## **Loss, Damage and Breakages**

In cases of wilful or malicious damage, the Headteacher, in consultation with the Chair of Governors, may decide to make a charge to cover the cost of replacements. Each incident will be dealt with on its own merit and at their discretion. Lost library books, Little Wandle Reading books or Home learning text books will result in a £5 replacement charge. Lost musical scripts (for those children who successfully audition for our KS2 summer show) will incur a £2 replacement photocopying charge.

## **Passport/Identify checks**

The school will support parents with authorising identities in applications for passports for children attending Morden Primary. There will be administration charge of £20 for this which will be contributed to School Fund.

## **School Fund**

Parents are invited to make a contribution to the Morden School Fund on an annual, termly, monthly or ad hoc basis. The purpose of the School Fund is to provide additional materials and opportunities to enhance the learning experiences of our children. The suggested annual donation is £10 per child. Children whose parents do not contribute will not be treated any differently from those whose parents have made a contribution.

Charges made by the school for activities are aimed at meeting costs and not exceeding costs i.e. the school does not aim to profit from the charge. Charges for individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

## **Remissions**

*No pupil will be excluded from an activity because their parent or carer is unable to make a contribution towards a chargeable event. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. If a parent or carer is unable to pay a charge they should contact the Headteacher via her PA in the school office. All discussions regarding charging will be strictly confidential.*