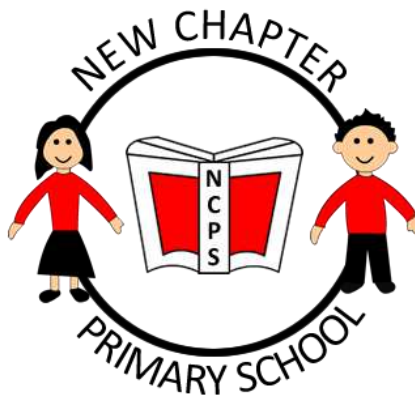


**Milton Keynes Education Trust**

**New Chapter  
Primary School**



**Charging and Remissions  
Policy**

Revision	Date	Author	Comments
Draft version 2	21.02.17	AH	
PPF committee	01.03.17	AH	Approved by PFF committee.
Change of Chair of Governors	01.09.17	AH	

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## 1.0 Rationale

1.1 This policy follows the legislation governing the charging for school activities as set out in the Education Act 1996. The Department for Education has some very helpful information on charging and remissions in schools. If you would like to view this information please click below:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf)

1.2 Schools cannot charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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;

1.3 Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- Optional Extras\*;
- Music Tuition, in limited circumstances.

## **2.0 Charges**

2.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips can make towards pupils' personal and social education.

2.2 The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2.3 Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

2.4 It may not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

2.5 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.

## **3.0 Voluntary Contributions**

3.1 Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset.

3.2 The governing body or head teacher should also make it clear to parents that there is no obligation to make any contribution.

3.3 It is also important to note that no child should be excluded from an activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip or activity, then it must be cancelled.

3.4 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Educational Visits within school hours
- Activities Outside School Hours

3.5 The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

3.6 The Governing Body may charge for any damages or breakages which are a result of a child's behaviour.

3.7 The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

3.8 Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## 4.0 Remissions

4.1 Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2016/17);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.
- Working tax credit run-on-paid for 4 weeks after you stop qualifying for working tax credit.
- Universal Credit.