



# Moira Primary School

## Charging and Remissions Policy

**2025-2028**

This policy is reviewed every three years and was agreed by the Governing Board of Moira Primary School in September 2025 **and will be reviewed again in September 2028**, unless guidance changes.

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

# **Statutory Policy**

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Responsibilities**

The Governing Board of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher

## **School Activities**

The governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay. In the event of activities organised by the school during school hours involving a direct cost to the school, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but it is usually necessary for a substantial number of parents to contribute before the activity can go ahead. In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential school journey. The Headteacher and governors will consider sympathetically cases of genuine financial need and remit charges where appropriate.

## **Voluntary contributions**

When organising school trips, visits or visitors, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. School trips are non-profit making. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity if curriculum related. Sometimes the school pays additional costs in order to support the visit. This may use some of our Pupil Premium funds, for those pupils for whom this fund is provided. Parents have a right to know how each trip is funded. The school provides this information on request.

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.

## **Charges**

### **Residential Trips**

Where the school organises residential visits in school time or mainly in school time, we do make a charge to cover the costs of travel, board and lodging. For Pupil Premium children, school will contribute towards the costs of the outdoor educational residential visit from Pupil Premium funding but may still ask for a small voluntary contribution from families.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach extra curricula individual or small group lessons. A charge is made for these lessons, paid direct to the company that delivers these lessons in school. We give parents information about additional music tuition at the start of each academic year. We offer the opportunity for pupil premium pupils to receive music tuition and this can be accessed in discussion with the headteacher. The Governors cannot guarantee to offer music tuition to all claimants since there may be limitation of resources and teachers.

### **Activities Outside School Hours**

No charge is made for activities that are within school hours and are part of the curriculum. However, we may ask for a contribution towards the costs for the following

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

For Pupil Premium children, school will contribute towards the costs of the outdoor educational residential visit and curriculum based school trips from Pupil Premium funding but may still ask for a small voluntary contribution from families. Where trips are organised for non-curriculum reasons e.g. leaver's activities these will not be subsidised using Pupil Premium funding.

## **Damage/ Loss of equipment**

The Headteacher and The Governing Board reserve the right to charge members of staff and parents for the loss or damage to school equipment or property, incurred by wilful neglect or purposeful damage.

## **Damage / Loss of books**

If children / families lose or damage a school book we:

- Ask parents to replace the exact book if at all possible. These can be ordered from local book shops.
- If parents cannot do that we ask for list price if we know it or £7.50 for a paperback as they are usually £6.99 and £15 for a hard back non-fiction book.

## **Badges**

Lost badges can be replaced for £1.

## **Extra-Curricular / School Clubs / Wrap-around Provision**

Clubs and activities provided by third parties will be chargeable. Wrap-around provision before and after-school is also chargeable. Children for whom the school receives Pupil Premium funding may be offered such activities at a reduced rate or the cost covered by school in discussion with the Headteacher.

## **Swimming**

Where the school organises swimming lessons for children who have not met the distance requirement. We do not charge for these lessons but may ask for a voluntary contribution towards travel costs.

## **PE Kit**

Children use the schools team kits when representing school. We have them in a variety of sizes but make up a team strip. If the kit is not returned parents will be charged for a like for like replacement.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined on Local Authority advice and the Governing Board, and form part of our separate Lettings Agreement.

## **Petrol Expense Claims**

Petrol and parking expense claims may be paid (at the discretion of the Headteacher) to employed members of staff travelling to and from venues for training purposes. Expense claims must be completed using 'Leicestershire County Council – Expenses Form' form (available from the Office Manager/ Headteacher) and be accompanied by a VAT petrol receipt, dated prior to the day of travel. Mileage must be calculated to and from the venue less the number of miles travelled to and from the normal

place of work. All claims must be made within one calendar month of the date of travel.

### **Governors**

As part of their Governance of schools work may claim appropriate child care, mileage and parking fees. See Governor Expenses Policy.

### **Other charges**

The Headteacher or Governing Board may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

### **Pupil Premium**

At the discretion of the Headteacher Pupil Premium funding may be used to offer places to pupils who are supported by Pupil Premium funding at extra-curricular clubs and enrichment activities. School will contribute towards the costs of the outdoor educational residential visit and school trips from pupil premium funding but may still ask for a voluntary contribution from families. Pupil premium funding will first and foremost be used to support teaching and learning.

### **School trip refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss options with the Governing Board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher will consult the Governing Board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, eg, due to illness, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher will consult the Governing Board on the matter, taking into account whether the school

will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.

Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

### **Freedom of Information and Data Protection**

A charge of £10.00 will be made for requests for copies of personal information made under the Freedom of Information Act.

### **Equality Statement**

At Moira Primary School, we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- age
- sex
- race
- disability
- religion or belief
- sexual orientation
- gender reassignment
- marriage and civil partnership
- pregnancy or maternity.

The use of stereotypes under any of the above headings will always be challenged.