



Malmesbury C of E Primary School

Company Number 08483768

**“Growing together in wisdom and love;
discovering life in all its fullness.”**

Charging and Remissions Policy

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Malmesbury C of E Primary School

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Charging and remissions policy

1. Status : Statutory

2. Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular), independent of their parents' or 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 prevent some pupils taking full advantage of the opportunities.

The policy has been informed by 'A Guide to the Law for School Governors' and the DCSF guidance 'Planning and Funding Extended Schools' and 'Charging for School Activities'.

3. Relationship to other school policies

The policy complements the school's other relevant policies (eg: Equality and Diversity Policy).

4. Roles and responsibilities of Head Teacher, other staff, governors

The Head Teacher, staff and governors will ensure that the following applies:

1. No charges will be made 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 the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) 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
- 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
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place 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 the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

5. Activities for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point c) below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of up to four pupils.

Charges may be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”.

Activity or thing which will or may be charged for	Notes	Remitted or help available
School lunches	Individuals' choice – available to all	EYFS-Year 2 remitted (Universal Infant Free School Meals) Years 3-6 chargeable except children eligible for free school meals.
Yr 6 residential trip	All Yr 6 pupils invited to attend	Chargeable but help available for families in receipt of certain benefits*

Yr 4 / other year groups: residential trip	All Yr 4 pupils invited to attend	Chargeable but help available for families in receipt of certain benefits*
Individual/small group music tuition	Individuals' choice – available to Years R-6 according to stipulations of peripatetic teachers.	Chargeable
Peas in the Pod (before and after school childcare)	Individuals' choice - available to all	Chargeable
Before or After-school activities (eg: Dodgeball, football, cookery, gym, dance, musical theatre, Tag Rugby etc)	Individuals' choice - available to selected year groups according to numbers able to be accommodated and suitability for age group.	Variable according to provider. External providers act independently of the school. Activities provided by the school will be remitted as far as possible but charges may apply for particular resources such as cookery ingredients. Remittance may be available for Pupil Premium children.
Before and after school clubs for specific support (eg: SATS Boosters, Homework Club)	Individual pupils invited by staff to attend	Remitted

*Please contact the School Office for further information. The school may also decide to allocate pupil-specific funding (eg: Pupil Premium grant) to enable children to take up any of the opportunities above which they might otherwise be unable to.

6. Policy adoption

Signed Steve Heal (Head Teacher):



Date: 09/01/2024

Signed Laurence Mussett (Chair of Governors):



Date: 09/01/2024

