



# Charging & Remissions

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<b>Approved By:</b>	Headteacher

## **Aims**

Moss Lane School is committed to the general principle of free education and recognises the valuable contribution that a wide range of activities, including school workshops, trips visits and experiences, can make towards all aspects of a child's education. We believe that all our children should have an equal opportunity to benefit from activities and visits (curricular and extracurricular) independent of their parent's financial means. As a school, we recognise its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. Arrangements to make contributions by instalments are available. No child is ever excluded from any activity on financial grounds.

To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments

## **Policy statement**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

## **The Law states:**

- if the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset
- no child will be excluded from an activity because his or her parents are unable or unwilling to pay
- if insufficient contributions are received, the trip or activity may have to be cancelled
- if a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit

## **Chargeable costs**

The school reserves the right to make a charge for the following activities, which may from time to time be organised by the school:

- **Activities outside school hours** = the school will endeavour to provide a range of such activities from time to time. These will sometimes include day experiences, and are known generally as 'optional extras'. Charges may be made for these activities except where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in

which case they are not regarded as optional extras as such and charges cannot be made.

- **Music tuition**

There is a charge for individual or small-group music tuition, since this is an additional activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. Surrey County Arts make a charge for these lessons.

- **Koosa after school club**

The provision of childcare between the end of the school day and 6pm during term time. These costs are payable to Koosa Kids

- **Clubs**

Teacher run clubs usually free, except for clubs like cooking which might charge a minimal cost for ingredients. After-school clubs run by outside organisations fix their own charges which are payable by parents who choose for their child to attend these activities.

- **ACE Kids Breakfast club**

Is run to meet the needs of the children being looked after for longer than the normal school day. ACE Kids charges for this club to cover costs of food, staff, resources and premises.

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

- Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- the pupil's travel costs
- materials, books, instruments and other equipment
- non-teaching staff costs
- Entrance fees to museums, castles, theatres, etc.
- insurance costs
- the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'

## **Non-Chargeable Costs**

Charges will not be made for the following:

- an admission application
- 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, or part of religious education
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours, 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

## **Remissions**

- In order to remove financial barriers from disadvantaged pupils, the school has agreed that it reserves the right with some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges may be waived.
- Families may qualify for remission or help with charges if they are in receipt of:
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support(IS)
- Income-based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190 as assessed by HMRC. NB If you receive WORKING TAX CREDIT you do NOT qualify even if you receive child tax credit and your income is below £16,190
- The Guarantee element of Pension Credit
- Working Tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax credit

Additional categories of parents may claim help with some costs in the following circumstances:

- specific individual circumstances that have caused temporary hardship
- recently moved into hardship but not yet receiving the benefits mentioned above
- made a specific request to the Head Teacher for any other justifiable reason. The remission is at the Head Teacher's discretion in these circumstances based on any evidence provided

### **Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

### **General Principles**

- Contributions requested relate directly to the educational visit or activity (and may include entry fee, travel and the cost of preliminary visits and risk assessments)
- The individual contribution requested per child does not include subsidies for those unable or unwilling to contribute
- Contributions suggested are a minimum and parents may choose to donate more than the suggested figure
- Contributions may be made in instalments
- The school will endeavor to inform parents of the cost at the earliest opportunity

Where a school activity is planned but insufficient contributions are received, the activity may be cancelled and refunds will be made.

This policy is in line with the Education Reform Act (1999) which states that schools may invite voluntary contributions in support of extra activities during or outside regular school hours.

### **Breakages, Loss and Damages**

In the event of damage to or loss of school property or equipment parents may be asked to pay for repair or replacement if their child's behavior, whether deliberate or accidental, caused the damage. The charge levied would only be for the replacement or repair of the item.

### **Lettings**

The governors decide the rates for the hire of the school premises annually. These rates are in accordance with Local Authority guidance.