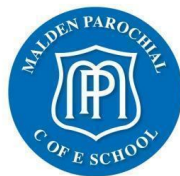




Malden Parochial Church of England Primary School
Reflecting the Kingdom of God by Enriching and Transforming Lives

Charging and Remissions Policy

Approved by:	Governing Body
Status:	Statutory
Review cycle:	Annual
Last reviewed:	January 2026
Date of next review:	January 2027



Malden Parochial Church of England Primary School

Reflecting the Kingdom of God by Enriching and Transforming Lives

Aims

The headteacher and governing body of Malden Parochial School recognise the value of providing a full range of experiences to enrich and extend pupils' learning and to contribute to their personal development by providing a broad and balanced curriculum and additional optional activities. Additional activities often have associated costs which parents are asked to pay for or to contribute voluntarily.

This policy sets out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure all pupils have equality of opportunity. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996.
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'

We aim:

- To make school activities accessible to all pupils regardless of family income
- To promote external activities which give added value to the curriculum
- To provide activities at as low a cost as possible

Legislation

Education during school hours



Malden Parochial Church of England Primary School

Reflecting the Kingdom of God by Enriching and Transforming Lives

- The DfE states that 'education provided during school hours must be free'. The definition of 'education' includes materials, equipment and transport provided in school hours by school to carry pupils between school and an activity'. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day. It goes on to advise that 'although schools cannot charge for school time activities, they can invite parents and others to make voluntary contributions'. However, no pupil will be excluded from an activity parents cannot or will not make a contribution of any kind.

Education outside school hours

- The DfE states 'parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay'.

Residential visits

- The DfE states 'for a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel'. However, charges will be made for board and lodging, except for pupils of families receiving specified benefits.

Exception

- There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. For Malden Parochial, this can be arranged by the Kingston Music Service and details of costs are available from them.

Requesting Voluntary Contributions



Malden Parochial Church of England Primary School

Reflecting the Kingdom of God by Enriching and Transforming Lives

- If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as design and technology. These contributions will not exceed the actual cost. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled. The decision as to whether an activity or trip goes ahead will be made on a case by case basis by the headteacher, once the relevant costs have been reviewed.

Swimming

- The school organises swimming lessons during the school day which is required in the national curriculum. We ask for voluntary contributions to cover the cost of transport to and from the pool. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these. No child is excluded because payment is not received.

Residential Activities

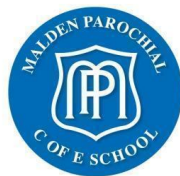
- If the school organises a residential visit in school time or mainly school time, which is essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, we do not make any charge for the education, although a charge will be requested for board and lodgings.

We do not charge for:

- the costs of the teachers accompanying the visit,
- the cost of teachers educating children not attending the visit

We do make a charge to cover the costs of:

- Board and lodging
- Travel expenses
- Admission fees to attractions visited
- Pocket money (where applicable)



Malden Parochial Church of England Primary School

Reflecting the Kingdom of God by Enriching and Transforming Lives

If parents or carers are experiencing financial difficulty, they are invited to speak with or write in confidence to the headteacher or school business manager.

Additional Materials

- A voluntary contribution is requested for design and technology activities, school planners and additional stationery can be purchased via parentmail. Parents may choose to buy the class reader, so their child can have their own copy to use at home and at school.

Activities Outside School Hours

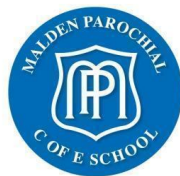
- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. Examples of this would be booster classes which children may be offered from time to time as deemed appropriate.
- If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs. This could apply to oral presentation exams for example.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied. This includes after school and pre-school clubs and activities and lunch club for children in the Nursery. Full details of these costs are available on the school website.

Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or trophies) the charge to be the cost of replacement or repair.

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 will be determined annually by the Resources Committee and made available on the school's web site. For details see the separate Lettings Policy.



Malden Parochial Church of England Primary School

Reflecting the Kingdom of God by Enriching and Transforming Lives

Other charges

- The Headteacher, Finance, Premises and Personnel Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. signing passport applications, production of attendance certificates, duplicate reports and references for secondary school. Details of these charges are available at the school's office.
- Any photocopying that is requested by parents under the Freedom of Information Act will be charged in accordance with the tariff contained within the school's Freedom of Information Publication Scheme.
- The Governing Body may, from time to time amend the categories of activity for which a charge may be made, and charges will be reviewed annually.

Remissions Policy

- There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When the school arranges a chargeable activity, parents will be invited to apply in confidence for the remission of charges either in part or in full.
- The headteacher may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Pupil Premium

- Pupil Premium (Ever 6) – Pupil Premium Funding can be used for chargeable activities.

Reports & References for independent schools

Independent schools request reports which exceed the statutory information that the school is obliged to supply and so the school will charge a one-off payment of £25.00 for a reference/ report.