



Manby Lodge Infant School

Charging and Remission Policy

Reviewed by: Summer 2025

Review date: Summer 2026

Introduction

This document is a statement of the aims, principles and strategies used for charging parents at Manby Lodge Infant School.

Statement of Policy

Manby Lodge Infant School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances. The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.45am – 3.00pm, Monday to Friday, term time only.

The policy complements the school's Equality policy and Educational Visits policy.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for vocal or instrumental tuition for an individual pupil or a group. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if the viability of the trip is dependent on voluntary contributions, parents will be informed of this from the outset.

The school will subsidise any shortfall in contribution for a day trip using available funds from the School Fund. Assuming the funds are available, the school will set a limit when subsidising the cost of a day trip at

six children out of a year group of ninety children. If funds are not received for over six children (or equivalent) the trip may not go ahead. This is not counting the children that we will pay for if they are Pupil Premium.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example extracurricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the pupil premium criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Breakages, Damage or Loss and Fines

In the event of school property being deliberately damaged or destroyed by an identifiable pupil(s), parents may be asked to pay the cost of repairing or replacing the item. Books or equipment belonging to the school which are taken home and lost will be included in this category.

Complaints Procedure

Should a complaint be received concerning this Policy, this should be referred, in the first instance, to the Headteacher, who will endeavour to resolve the issue. In the event that the complainant is not satisfied with the outcome, the matter may then be referred to the Governing Body.

Monitoring and Review

The implementation of this policy will be monitored by the Headteacher and Governing Body.