



Aiming for Excellence

Manorbrook Primary School

Charging & Remissions Policy

January 2026

This policy reflects Section 449-462 of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by local authorities in England, with regard to the activities for which the school may charge or the circumstances in which charges may be remitted. It also reflects the guidance document 'Charging for School Activities' (DfE, 2018).

The Purpose of this Policy:

- a. To clearly identify the activities for which voluntary contributions may be requested, and activities for which charges may be made.
- b. To allow all children to participate equally in all curriculum-led activities on offer in school hours, regardless of the financial circumstances of their families.

Guidelines:

Charging and Remissions – the law

- No charges can be made unless the governing body of the school has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.
- If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.
- The remissions policy must set out any circumstances in which the school propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. (DfE, 2018)

1. Education

- School governing bodies and local authorities **cannot** charge for an admission application to any maintained school; 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 religious education.

2. Musical Tuition

- Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

3. Residential visits in term time

- Parents will normally be charged the full costs of residential visits.
- Parents who can prove they are in receipt of certain benefits may be eligible for financial support, or exempt from paying the cost of board and lodging. (Parents are invited to contact the school office to discuss their eligibility in detail).
- Parents who are entitled to free school meals for their children are exempt from paying for the cost of board and lodging on residential visits.

4. Optional extras

- Charges may be made for optional extras falling wholly or mainly out of school hours and not part of the national curriculum or RE curriculum. (*These may include costs for materials, books, instruments, or equipment provided in connection with the optional extra; transport; non-teaching staff; teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers); costs for buildings and accommodation; extended day services offered to pupils*)
- Parents will be expected to pay for the cost of ingredients or materials if they have indicated in advance that they wish to own the finished product of a piece of work, e.g. something their child cooks in a cookery lesson.

5. Voluntary Contributions

- Legislation allows the school governing body to ask for voluntary contributions for the benefit of the school or any school activities. Parents will therefore usually be asked for voluntary contributions to cover the cost of non-residential trips.
- However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The school will also make it clear to parents that there is no obligation to make any contribution.
- Please note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised upon request to run a session or attend an event, etc., then it will be cancelled.

6. **School Meals**

- Parent Pay system allows parents to order and pay for children's meals in advance, paying for the meals upon ordering.
- Occasionally, if a child does not have a meal pre-ordered on the system, or has arrived with no packed lunch, the teacher can submit the order on the family's behalf during morning registration to address this. When this happens, the charge for that meal appears the Parent Pay account and should be cleared by parents imminently.
- A limit has been applied to Parent Pay of the equivalent cost of 4 meals. This means that for anyone with an outstanding unpaid balance in excess of this limit, a lunch cannot be ordered. This will remain until such time that the balance has been cleared.
- Parent Pay will be checked on a regular basis, usually weekly, for outstanding balances. A text message will be sent to each parent with an outstanding balance reminding them to pay.
- Letters will also be sent to parents requesting payment should the balance remain – first letter will be requesting payment asap. If balance remains, second letter requesting immediate payment. If still no payments are made, a final request to adhere to a repayment plan will be issued.
- Payment requests will continue to be made via text and letter until such time the outstanding debt has been paid.

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