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September 2017	September 2025	September 2026

Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Charging and Remissions Policy

Together we believe, learn and achieve

Marlborough St Mary's CE Primary School

Charging and Remissions Policy

1. Introduction

All education during school hours is free from any additional charges. We do not charge for any activity, during normal school hours, undertaken as part of the National Curriculum.

It is policy of the school to ensure that appropriate activities and educational visits for pupils are encouraged. They provide curriculum enrichment, making learning more meaningful through first-hand experience. Wherever possible, the school seeks to make local visits and fully utilise the vast wealth of local history and geography.

The programme of educational visits, residential activities and other relevant activities is reviewed on an annual basis to ensure maximum educational value. The school will also respond to visits or activities that become available during the course of the year.

2. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead, then with the exception of residential activities, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs or seeks donations from other parties, e.g. charities in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following list illustrates the additional activities organised during the school day by the school, which may, in turn, request voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- educational visits e.g. farms, museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- musical events
- residential activities

In the event of a visit having to be cancelled, full refunds will be made of any monies collected.

Where the shortfall in contributions is minimal, the difference *may* be met from the school fund.

3. Financial Hardship

We encourage parents who are experiencing financial difficulties and are therefore not likely to afford to send their children on school trips etc., to discuss this with the school, who will endeavour to find appropriate support. The governing body has agreed that 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.

The application of this policy may be reviewed on a case by case basis and the headteacher has the authority to make decisions regarding its implementation.

Extra-curricular/Wraparound care

Some activities, such as after school sports clubs or wraparound care can legally be charged for. In all such instances, charges will be kept to as accessible levels as possible, whilst ensuring that activities as a minimum break even. Payment will always be received prior to children's attendance at such activities, unless agreed by SBM/Deputy Headteacher or Headteacher.

4. Charging policies in specific circumstances

a) Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Sometimes teachers come into school to teach individuals or small groups. Payment for these sessions is organised directly between the child's parents and the provider of the tuition.

b) Swimming

The school organises swimming lessons for all children. These take place in school time. We ask for a voluntary contribution towards the cost of this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in this activity.

c) Activities Outside School Hours

For all activities outside of school hours, a charge may be levied.

d) Residential courses

If the school organises a residential visit in school time parents will be expected to pay full costs as these are beyond the scope of our main school budget. The school recognises that some families may face difficulties in facilitating these trips and parents/families should therefore refer to the section on Financial Hardships. Cases will be looked at on a case by case basis.

e) Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books/equipment/uniform on loan to children, the headteacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

f) 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 is determined annually by the Finance & Resources Committee and forms part of our separate Lettings policy.

g) School lunches

School lunches will be booked and paid for in advance via ParentPay. In the event a child receives a lunch, which hasn't been paid for, then the parent will be contacted by the school and requested to make payment.

h) Other charges

The Headteacher, Finance & Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying

5. Debt collection

In cases where charges may legally be made and payment is not received, the school retains the right to seek redress for outstanding debts. Initial requests for payment will be made through the School office/SBM. Cases can be escalated to the headteacher; and in exceptional circumstances legal/court proceedings may be issued.