



“Nurturing Life-Long Learning”

Charging and Remissions Policy

Reviewed by Resources Committee	7.2023
Review Date:	7.2024

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. We follow the Local Authority's policy on charging as permitted under the Education Act 1996.

Voluntary contributions

When organising school trips or visits that 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, 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 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 is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- residential school trips;
- musical events and theatre
- zoos

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, the school invites parents to contribute to the cost of the education provided and travel expenses. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. A charge is made to cover the cost of board and lodgings.

Parents who receive state benefits are legally entitled to full remission of all costs associated with a residential visit. No child will ever be excluded because their parents cannot or will not pay.

Parents experiencing financial hardship are encouraged to apply to a charitable trust called 'The Newton Foundation' to cover part of the cost. By arrangement payments for visits may be paid over an extended period.

Music tuition

All children study music as part of the normal school curriculum. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are eligible for assistance with payment. We give parents information about additional music tuition at the start of each academic year.

<http://www.hertsmusicservice.org.uk/remission-criteria/>

Swimming

The school organises swimming lessons for some children in KS2. These take place in school time and are part of the National Curriculum. We ask all parents for voluntary contributions towards the cost of the lessons. 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 swimming lessons. No pupil will be excluded from participating in swimming if voluntary contributions are not received. However if insufficient contributions are made we reserve the right to cancel the lessons for the class.

After Hours Activities & Sports fixtures

The school offers additional clubs after school. Where these are run and organized by qualified coaches/instructors, who are not members of the school staff then a charge is made for the sessions. Morgans staff coached sports teams and sessions are free. For fixtures, we ask parents to provide transport so there is no cost to children who take part in matches.

Design technology including food technology

We may ask for a contribution towards the cost of ingredients and materials needed for practical subjects. If parents are unwilling to contribute the products will remain in school and components may be retained for re-use if appropriate.

The Remissions Policy

Charges will be remitted or assisted in the case of pupils whose parents or carers are in receipt of : <https://www.gov.uk/government/publications/pupil-premium/pupil-premium>

- pupils who are recorded as eligible for free school meals, or have been recorded as eligible in the past 6 years, including eligible children of families who have no recourse to public funds (NRPF)
- children looked after by local authorities, referred to as looked-after children
- children previously looked after by a local authority or other state care, referred to as previously looked-after children

The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from the Hertfordshire Music Service. <http://www.hertsmusicservice.org.uk/remission-criteria/>

Refunds Policy

Where an activity makes an unexpected surplus Morgans School will make a refund where the surplus is either:

- 5% or more of the total cost per person, or
- £5 or more per person

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29 and taken off the cost of the next trip which the class is going on. If this is not possible, the offer of a refund will be made to parents. Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / guardian would like to take advantage of it they should contact the office by a date '2' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds'. All refunds will be made by cheque.

The Charging and Remissions Policy is reviewed by the Governing Body annually.