

Little Munden C of E (VC) Primary School

Building Good Foundations

Matthew 7, verse 24

Charging & Remissions Policy

Adopted by Little Munden Governing Body:

March 2024



Charging for School Activities

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school cannot charge for the educational or travel elements.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of State Pension Credit
- In receipt of Ever 6 payments
- In receipt of CLA payments

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school where an agreement has been made between the parent/carer and music teacher.

Reimbursements

Where an activity makes an unexpected surplus the school will consider making a refund. In accordance with the guidance set out within the HCC Financial Handbook for Schools', Little Munden 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

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 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds. Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the Head teacher.