



EQUALITY                      NURTURE  
ASPIRATION                  INCLUSION                  CREATIVITY

## Meridian Charging and Remissions Policy

*Agreed by Governors September 2019. To be reviewed by Governors Business Committee September 2020*

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) (May 2018) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### Overview

There are many experiences that are enriching and exciting for the children, but which the school could not afford to provide without parents'/carers' support and we therefore ask for an appropriate voluntary contribution from parents/carers for certain activities. These are usually educational visits which support the delivery of the National Curriculum, our annual school Camp for children in Years 2 & 6 and our overnight stay in Wiltshire for Year 5 children.

The school never excludes a child from going on a planned school trip for monetary reasons. The school has an allocation of money which it uses to subsidise extended provision and clubs for music tuition for children who may not otherwise be able to take part.

The school does not ask parents to make voluntary contribution to the School Fund but welcomes any donations or fund raising initiatives which may benefit the funds. Donations can also be made to our parent-teacher association, FROMS, who, when funds allow, help subsidise or pay for certain activities, such as theatre trips.

### Responsibilities

The Governing Body of the school determine and keep under review a Charging and Remissions Policy and the Headteacher is responsible for its implementation.

### Voluntary Contribution

When organising school trips or visits to enrich the curriculum the school invites parents to contribute to the cost. All contributions are voluntary. If insufficient voluntary contributions are raised a trip may be cancelled.

## **Books and Equipment**

Books and stationery are provided free for the use of the children during their time at school. Parents of pupils who lose or damage books or equipment issued to them may be expected to pay the cost of replacement or repair.

## **Residential Visits**

When the school organises a residential visit in school time (e.g. school camp), which is to provide education, we do not charge for the education. However, we do charge for board and lodgings and any additional activities. The charge must not exceed the actual cost. Parents of pupils who are in receipt of the following state benefits shall receive remission of any charges that would otherwise be payable in respect of board or lodgings:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Child Tax Credit (provided the parents are not entitled to Working Tax Credit)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

## **Optional extras where the school can charge:**

### **Nursery top-up hours**

Over and above the free 15 hours entitlement, the school offers chargeable top-up hours to parents/carers so that children can attend nursery for more sessions.

### **Breakfast Club and After School Play Club**

The Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required.

## **Clubs**

We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and some are charged for, notably when provided by an external agency, to cover the cost of the activity. Letters are sent out in advance to notify parents/carers of what is available and the cost for each session/term.

## **Remissions Policy**

The Headteacher, in line with policy agreed by the Governing Body, may remit in full or part charges in respect of a pupil, if she feels it is reasonable in the circumstances. If parents/carers have difficulty in paying they should not hesitate to discuss their circumstances in confidence with someone at the school and they will be advised as to what help might be available. All remissions will be authorised by the Headteacher. The Headteacher may decide not to levy charges in respect of a particular activity, if she feels it is reasonable in the circumstances.