

Moulton
Primary School



Charges and Remissions Policy

PERSON RESPONSIBLE FOR POLICY:	SBM/FINANCE MANAGER (ALI BUTTRESS)
APPROVED:	FULL GOVERNING BODY
TO BE REVIEWED:	SEPTEMBER 2026

The Education Reform Act 1996 and revised guidance, February, 2009, established the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time. Exceptions to this general statement are as follows:

- (1) Individual tuition and group tuition in playing a musical instrument is charged for provided that it is not part of the National Curriculum or the syllabus leading to prescribed Public Examination;
- (2) For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made, except for families who, either now or during their child's life, have eligibility for Free School Meals as per Government Guidelines. Please follow link for details on eligibility <https://www.gov.uk/apply-free-school-meals>, in these cases the school activity will be covered by the pupil premium grant see the school [website](#) . In the case of siblings and attending the same residential visits, being in the same year group, no discount will be given to the first sibling, taking part in residential visits, but subsequent siblings will receive a 20% discount.
- (4) In the case that you are eligible for free school meals the pupil premium grant will pay for 1 extra-curricular activity and music lesson (1 instrument only) per year.
- (5) Optional visits or activities occurring outside of school hours may be charged for in full.

The value of a school visit, which is integrated within the curriculum, is accepted educationally as being sound and good practice, offering the children a variety of experiences. Over the past years, school has organised many visits and will continue to do so in the future. However, financial educational resources available for such visits are very limited and therefore each visit must be cost effective.

Within the legislation it is possible for schools to ask for voluntary contributions from parents.

The Governing Body has therefore approved the following:-

- (1) Voluntary contributions can be invited from parents towards the cost of school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
- (2) Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included are encouraged to let the school know by making the fact known directly to the Headteacher who will treat any such approach in strictest confidence; parents may communicate directly with the Headteacher or by letter or email.
- (3) School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed activity/visit, cost, educational value and its relationship to the school syllabus.
- (4) If insufficient voluntary contributions are received and the activity/trip is considered by the Head not to be financially viable, then it will be cancelled and any monies received will be returned.

In line with the school's disciplinary code, compulsory charges may be made by the school for replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss caused by a pupil. The school is empowered to recover this loss and resultant costs as a civil debt. Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt. This policy will be available to parents on the school website.

Any amendments to this policy will be made if and when necessary.