



MURRAY PARK SCHOOL

Charging & Remissions Policy

Title of Policy	Charging and Remissions
Date of adoption	Spring 2016
Originator	Heather Halford
Date of review	Spring 2019
Additional information	Updated 14.10.16 at approval of GB meeting on 13.10.16 to include 'Support' section

Throughout this policy the term Parents refers to Parents/Carers

Murray Park believes that it is essential to recognise the valuable contribution that a range of additional activities, including clubs, visits and residential experiences, can make towards pupils personal and social education.

Aim

The Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

Practices

- Any activity which takes place during lesson time and is an essential part of the curriculum that must involve all students should be provided free of charge.
- Any activity that takes place during lesson time and is not essential, but may help pupils in their learning e.g. theatre trip should be subject to voluntary contributions.
- Any activity that takes place in lesson time and is not essential and is not linked directly to a specific learning activity should require all participants to pay a charge.

Procedure

Voluntary Contributions

- All pupils in the designated classes or groups should be encouraged to participate in such activities, but it is not essential.
- No pupil will be excluded or treated differently if his/her parents are unable to make a contribution.
- If insufficient contributions are pledged then the activity might not take place.
- The school fund may subsidise an activity where there is a short fall occasioned by insufficient income from voluntary contribution.

Residential Visits

- A charge may be levied for board and lodging on all residential visits.
- Where charges are made for a residential visit which takes place during school hours, complete remission of meal charges will be provided for pupils that are in receipt of a free school meal.
- Parents will be informed of this each time pupils are invited to take part in a residential visit.

Optional Extras Outside School Hours

- Charges may be levied for any activity outside of normal school hours.
- Charges will not exceed the actual cost of the individual pupils' participation. This 'cost' can include insurance, supply and accounting costs.

Individual Music Provision

- Individual music tuition which is part of the National Curriculum is provided free.
- Any school independent scheme may take place during school hours for which fees are charged.

Charges for Materials

- Where parents have indicated in advance that they wish to own a finished product a charge may be made for ingredients or materials.
- Parents are expected to provide school uniform, swimming and P.E. kit, and a Pen, Pencil and Ruler.
- No pupil or parent is required to pay for, or supply, any materials, books, instruments, or other equipment in connection with the school activity unless it is an optional extra. The school will provide a list of optional extra equipment upon request.
- A charge may be made where equipment is lost or damaged by the student, but the school must not make any profit.

Breakages and Damage

- Parents may be asked to pay for damage to school property or equipment where this is the result of a pupil's behaviour.

Exams

- Please refer to the separate examinations policy.

Support

Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges. You would qualify for Free School Meals if you meet the following criteria:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance – Income related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105 (financial year 2016/17).