



CHARGING & REMISSIONS POLICY

MAULDEN LOWER SCHOOL

MAY 2024

REVIEW DATE: SUMMER 2025

Purpose

Maulden Lower School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

Charging for Education

The school will not charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- Certain early years provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

The school day is defined as

08.45 - 11.45 part time pre-school session

12.15 - 15.15 part time pre-school session

08.55 - 12.15 and 13.15 - 15.20 Year R to Year 4

Voluntary Contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There will be no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Pre-School

Parents are charged for the time that is in addition to the funded hours (15 or 30 hours for 3-4 year olds and funded 2 year olds) provided. For the year 2023/2024 the charging rate is. This rate will be reviewed annually and changed from January 2024.

08.45 - 11.45 - £15.00

12.15 - 15.15 - £15.00

08.45 - 15.15 - £30.00*

* If your child has a school lunch an additional £2.53 per day will be payable in advance or on the day. Ordering and paying for a school lunch is via School Foods United website who provide the school catering.

Invoices for the pre-school are issued termly during the first month of the second half term. The information on the invoice specifies the due date, payment instructions and details of the sessions that are chargeable.

Pre-School Additional Charges

All children attending the pre-school will be asked for a contribution of £5.00 per term. These additional funds will help support the provision of snacks and additional resources used in the sessions.

Replacing damaged or lost school property

Parents/Carers will be asked to make a contribution to cover the replacement cost of lost or wilfully damaged items eg reading or library books. These charges will be at the school's discretion.

Music lessons and musical instruments

The Local Authority Music Service offers individual and group tuition during the school day. A fee is charged for these lessons which can include the hire of an instrument. The fees for these services are set and handled directly by the Local Authority Music Service.

Music lessons that are not handled directly by the music service are paid for privately by the parent/carer to the music teacher concerned.

Outside the school day - After school activity clubs

A range of after school clubs are organised and run by staff or outside organisations. A charge will be made for these clubs.

The Hive - before and after school care club

Financial Management

Before and after school clubs are organised by Maulden Lower School and fees are set by the school in order to meet the cost of providing the service. Financial Regulations do not permit the school to subsidise this in any way.

The school operates an online payment system SQuid via Weduc and fees can be settled this way. Payment through Childcare Vouchers and the Government Tax Free Child Vouchers Scheme is also possible. Cash and cheque payments will be accepted.

Booking a place at The Hive

All children who attend Maulden Lower School can attend. All bookings need to be made via Weduc. If you are paying by vouchers please inform the school office so your account can be set up correctly.

Fees for The Hive

There are 3 sessions available in the afternoon and 1 session in the morning. If you are late collecting from an afternoon session you will be charged for the next session. Collections after 18.00 will be charged £5 for each 5 minutes late collecting.

07.30 - 08.45	£5.50 (includes breakfast)
15.20 - 16.20	£5.50 (includes snack)
15.20 - 17.20	£11.00 (includes snack)
15.20 - 18.00	£15.00 (includes tea)
Collections after 18.00	£5.00 per 5 minutes

This policy statement has been endorsed by the Governing Body, and will be reviewed on an annual basis

Policy reviewed and updated:

Signed Date

Policy ratified and updated:

Signed Date