



# Millhouse

Primary School and Nursery

## Charging & Remissions Policy

To be reviewed: Spring term 2026

*Inspiring tomorrow's generation, today.*

## **Millhouse Primary School & Nursery Charging & Remissions Policy**

School governing bodies and local authorities, cannot charge for:

- an admission application
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

The governing body is permitted to request 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 and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity financially viable then it might be cancelled.

### **Residential Trips non-essential – where trips are deemed as ‘optional extras’ by the government.**

The governing body is permitted to charge for the cost of some of the visit board and lodgings, materials, books, equipment, support, staff costs, teaching staff cost (where they are contracted to take part in the activity), entry fees and insurance where these aspects are out of school hours and are not part of the national curriculum. The charge in respect of each pupil must not exceed the total cost of the numbers of pupils participating.

At times, some visits may be limited in numbers but parents’ ability to pay will not be the deciding factor in who is issued with places. If insufficient voluntary contributions are received the visit will be cancelled for all pupils.

If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodgings.

### **Remissions**

Where residential trips takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments, in addition to having free school meals entitlement, may also be entitled to the remission of these charges.

- Income support
- income-based job seekers allowance
- Support under part VI of the immigration and Asylum Act 1999
- Child tax credit provided the parent is not entitled to working tax credits and their annual income does not exceed the stated government limit
- Guaranteed State Pension Benefit

### **Residential trips – Essential**

For essential residential visits and residential visits deemed within the school hours i.e equal to or greater than 50% of the time on the visit being in school hours, board and lodgings will be charged. Additional voluntary contributions will be sought to cover the full cost of the visit.

Other non-residential visits – transports, insurance, entry fees and other costs incurred parents will be asked to pay a voluntary contribution.

### **Property**

Compulsory charges may be made by the school for replacement of broken, defaced or damaged property as a result of pupils' poor behaviour. The school is empowered to recover this loss and resulted costs as a civil debt.

### **Out of hours activities**

Parents may be charged for out of school clubs and activities.

### **Childcare**

Where the school operates childcare facilities i.e. breakfast or holiday club, parents will be charged in accordance to the childcare provider's policy and their agreement with the governing body.

### **Lettings**

See separate policy.

### **Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Parents may request paper copies of information that is on the school website. We will not make a charge for this. However, we may make a small charge for copies of other information requested by parents.

### **Voluntary Contributions**

The Governing body may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his

or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions.

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, if the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).