Charges and Remissions Policy

'Together we unlock potential and learn for life'

This policy was approved by the Governing Body of Moor First School at their meeting on:

Signed .....Chair of Governors

Signed .....Headteacher

Review Frequency
Annually

Next review: February 2027

Revision Updates	
Version 1	May 2024
Version 2	Feb 2026 - New nursery charges from April 2026 – wrap round lunchtimes. -School dinner increase in price from April 26 - Removal of childcare tax credits and edits to universal funding calculator.
Version 3	Oct 2026 - Costs of 2 year old and 3-4 year old sessions increase in line with government funding.

Charging and Remissions Policy

Introduction

The aim of the policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested for parents. Guidance is based on the Education Act 1996: Sections 449-462

The Governing Body of the school are responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher (and/or Governing Body)

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

- transport provided in connection with an educational trip.

Charges

a) board and lodging on residential visits

b) School meals (excluding universal free school meals and free school meals) Cost per meal from April 2026: £3.25. If your child is in nursery a half portion is an option for £1.63.

c) the proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:

i. travel
ii. materials & equipment
iii. non-teaching staff costs iv. entrance fees
v. insurance costs

d) individual or group tuition in the playing of a musical instrument

e) re-sits for public examinations where no further preparation has been provided by the school

f) costs of non-prescribed examinations where no further preparation has been provided by the school

g) any other education, transport or examination fee unless charges are specifically prohibited

h) breakages and replacements as a result of damages caused wilfully or negligently by pupils

i) extra-curricular activities and school clubs

j) Letting of the school premises or grounds

k) Extended school care activities such as after school club (*wrap around or breakfast clubs or swimming – currently not offered but could change*)

Afterschool club charge of £2 for teacher led clubs
Film Club £1 additional charge to the above for snacks/treats – optional
LSC (previously Bee Active) afterschool club - £5.20 per session

Wrap around Care before, afterschool or school holiday-offered by Space Cadets (Squirrel Hayes). Note 2 year olds can only currently access holiday cover and not before and afterschool due to transport policies.

Nursery Wrap around costs for lunchtime supervision from April 2026 - £3.50 per day, payable on the days a child stays from 8:45am-3:15pm.
Nursery 2 year olds – Afternoon or morning session charge (£28 for 3 hours) if purchased additional to funded 15 hours
Nursery 3-4 year olds – Afternoon or morning session charge (£21 for 3 hours) if purchased additional to funded 15 hours

L) Charges may occur for materials or ingredients where the pupils wish to have the finished product.

Consideration will also be given by the Headteacher and Governing Body to:

- the proportion of the costs recovered where a charge is to be made;

- whether any remission is to extend beyond the statutory minimum;

- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;

- arrangements for education where the parents fail to pay the charge being levied by the school;

- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;

- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;

- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary

- for lettings, the charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear (sinking fund)
  - This will be agreed on an individual case basis.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

a) Income Support;
b) Income Based Jobseeker's Allowance;
c) Support under part VI of the Immigration and Asylum Act 1999;
d) The guarantee element of State Pension Credit
e) Support under part VI of the Immigration and Asylum Act 1999
f) In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
g) Families may qualify if they are in receipt of Universal Credit and meet the following income criteria:
Annual net earned household income (after taxes and deductions, excluding Universal Credit and other benefits) does not exceed:
£5,124 if the household receives housing support (equivalent to £427 per month).
£8,520 if the household does not receive housing support (equivalent to £710 per month). Income is assessed based on earnings from up to three of the most recent Universal Credit assessment periods. These thresholds reflect the work allowance limits effective from ***April 2026****.*

Where the school is in receipt of pupil premium funding for individual pupils those families will be supported by the school to ensure all children access the full range of curriculum and extra curriculum opportunities on offer, in order to support both the personal and academic development of pupils. However, if any other families feel they are suffering hardship they are actively encouraged to make contact with the school to discuss this with the Headteacher. If the school feels it necessary, they will support such families or arrange a payment plan where this may be helpful

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

a) school trips and visits
b) visiting specialists such as theatre groups, craft specialists and sports instructors.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising. A £1 per child fee will be added to the cost of the trip to cover administration costs.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher

The charges and remissions for Moor First School will be reviewed annually when budget setting.