

Malvern Primary School



Charging and Remissions Policy

Review Date: September 2025

Policy Review

Malvern Primary School shall review this policy annually or more frequently if deemed prudent to do so. This review shall cover all sections of the policy and shall ensure that it reflects any changes in legislation, significant change and/or relevant technological advancements.

The policy review will be completed by a senior leader. Evidence of the Policy review will be summarised in the table below.

Revision Control

Version Number	Date	Summary Details	By Whom
001	November 2020	First Issue	TJ
002	November 2021	No changes	PK
003	September 2023	New and updated information in this policy is highlighted in green and is in bold text.	TJ
004	September 2024	New and updated sections in this policy are highlighted in green and in bold text.	TJ

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Statement of intent

Malvern Primary 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.

1. 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

2. Charging for education

At Malvern Primary School we believe the children benefit from outside visits, journeys, music lessons, visits and enhancement activities in sport and the creative arts.

Activities Covered

- 1) Statutory Visits / Activities - An activity provided as part of the curriculum. All children will be provided with the opportunity to attend.

When a statutory visit or activity takes place, the school may ask families of children benefiting to share the cost. Legally, the school are requesting voluntary contributions. However, if the school do not receive enough funding to cover the cost, the visit or activity may need to be cancelled.

- 2) Enhancement Visits / Activities – An activity that is optional. Choice and other factors will mean that not all pupils may attend.

When an enhancement visit or activity takes place, the school will ask families of children benefiting to share the cost. However, if the school do not receive enough funding to cover the cost, the visit or activity will be cancelled.

Payment

All money should be paid via ParentPay.

Non-attendance

If a child attends a club which charges, there will be no refund for non-attendance.

The school **will not** charge for:

- Admission applications.
- 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:

- Statutory Visits / Activities (Voluntary contributions).
- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Music tuition.
- Certain early year's provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

The school **will** charge for the following optional extras:

- Enhancement Visits / Activities.
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any Enhancement Visit / Activity will be on the basis of parental choice and a willingness to meet the cost of the activity.

3. Examination fees and resits

The school may charge for examination fees if:

- The examination is on the set list but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the entry fee.

If a pupil or their parent consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved will be covered by the pupil or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or pupil will have their fees refunded.

4. Voluntary contributions

The school may ask for voluntary contributions towards statutory visits / activities. There will be no obligation for parents to make a contribution. However, if school do not receive enough funding to cover the cost, the visit or activity may need to be cancelled.

5. Music tuition

The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

7. **Extra-Curricular Clubs**

Some extracurricular clubs may need to charge as they are run by external companies. These will be charged via ParentPay or directly by the external company. Some clubs run by school may need to charge a fee if items are required (eg additional resources for craft club).

8. **[New] Wrap Around Provision**

Wrap Around Provision is offered to children from Year 1 – Year 6 to support working families. Wrap Around Provision operates from 3.30pm – 5.55pm.

The current rate for after school club provision is:

- £5.00 per child from 3.30pm – 5.00pm.
- £10.00 per child from 3.30pm – 5.45pm.

If children are collected late, there will be a £5 charge for each additional 15 minute period.

Parents must book all Wrap Around Provision via the school office one half term in advance. If a parent has booked for their child to attend Wrap Around Provision there will be no refund for non-attendance.

Attendance is entered in the Wrap Around Provision register which is debited to ParentPay.

9. **[New] Holiday Club Provision**

Holiday Club Provision is offered to children from Reception – Year 6 to support working families. Holiday Around Provision operates from 8.00am – 4.00pm.

The current rate for after school club provision is:

- £15.00 per child from 8.00am – 4.00pm.
- £10.00 for additional siblings from 8.00am – 4.00pm

If children are collected late, there will be a £5 charge for each additional 15 minute period.

Parents must book all Holiday Provision via the school office in advance. If a parent has booked for their child to attend Holiday Provision there will be no refund for non-attendance.

Attendance is entered in the Holiday Provision register which is debited to ParentPay.

10. **Breakfast Club**

Breakfast Club is offered to children in Reception – Year 6 to support working families. Breakfast club operates from 7.30am – 8.45am. The current rate (at 1.9.23) for breakfast club is £3.00 per child per day. Attendance is entered in the breakfast club register which is debited to ParentPay weekly.

All money should be paid via ParentPay.

11. Additional EYFS Provision

Breakfast Club

Breakfast club is offered to children in nursery to support working families. Breakfast club operates from 7.30am – 8.30am. The current rate (at 1.9.23) for nursery breakfast club is £3.00 per child per day. Attendance is entered in the nursery provision register which is debited to ParentPay weekly.

Lunch Provision

An additional hour of childcare is offered to families with children who attend Malvern Nursery. This additional hour is offered to parents to support families with childcare arrangements. The cost of this additional hour is £3.00 per child per day and pays for childcare during the hours of 11.30am – 12.30pm. Attendance is entered in the nursery provision register which is debited to ParentPay weekly.

After School Club

In addition, Malvern Primary School provide after school club provision for children in EYFS. The current rate for after school club provision is:

- £8.00 per child from 3.30pm – 5.00pm.
- £12.00 per child from 3.30pm – 5.45pm.

If children are collected late, there will be a £5 charge for each additional 15 minute period.

Parents must book all additional nursery provision via the school office in advance. If a parent has booked for their child to attend additional nursery provision there will be no refund for non-attendance.

Attendance is entered in the nursery provision register which is debited to ParentPay weekly.

12. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item.

13. Enhancement Visit / Activities refunds

All initial deposits for Enhancement Visit / Activities will be non-refundable. Parents will be informed of this when they are provided with initial information about the Enhancement Visit / Activity.

In the event that an Enhancement Visit / Activity is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on an Enhancement Visit / Activity, it will be at the school's discretion as to whether a refund is given.

Where a pupil or their parents have previously cancelled a place on an Enhancement Visit / Activity and received a full refund, the school reserves the right to refuse to allow the pupil to attend future Enhancement Visits / Activities.

In the event that a pupil cannot attend an Enhancement Visit / Activity at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given.

In the event that an Enhancement Visit / Activity is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the Enhancement Visit / Activity. The school will consider its options, which could include carrying forward the money until the Enhancement Visit / Activity takes place, transferring the money to another Enhancement Visit / Activity, or refunding parents.

The Headteacher will retain the right to exclude a pupil from attending any activity. Where a pupil's behaviour is a reason for not being permitted to attend an activity, the reasons why will be clearly communicated to the pupil's parents. If the decision is taken to exclude a pupil from attending any activity, any refund of payment will be at the discretion of the Headteacher.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

14. Debt Recovery

Malvern Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established policies and procedures to ensure that no child is discriminated against. However, the school has a policy in place to ensure the repayment and recuperation of any outstanding debts incurred by the school on behalf of a pupil. The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

Each case is to be treated individually and the circumstances that have led to the outstanding debt will be taken into account to determine the best course of action and whether it is fair and reasonable to pursue the debt in its entirety if at all.

Where there are outstanding debts owed to the school or local authority, the school reserves the right to withdraw any student from an Enhancement Visit or Activity until the outstanding balance is paid.

15. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

16. Monitoring and review

This policy will be reviewed annually by the governing board. The next scheduled review date for this policy is September 2025.