



MARKET FIELD SCHOOL

Part of Hope Learning Community

CHARGING AND REMISSIONS POLICY

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Next review	April 2027
Approved by Trust	April 2026

Charging and Remissions Policy

Introduction

This charging and remissions policy complies with statutory requirements and is reviewed annually.

Charging Policy

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any material, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- Education provide outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination including re-sits if the pupil has been prepared for the examination at the school
- Examination resits if the pupil is being prepared for the resit at school

Voluntary contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently
- Where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to make any contribution.

Chargeable activities

The school may recover the full costs of the following activities, but charges will not exceed actual cost:

- Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
- Optional extras
- Music and vocal tuition provided by Essex School Music Services (usually invoiced directly to the parent by Essex School Music Services)

- Community facilities
- The school requests a voluntary contribution each term towards life-skills to cover cooking, learning in the community and the ongoing running costs of the minibuses

Extra-curricular activities run by External Providers

External providers will set and collect their own charges

Damage to property

- Parents may be required to pay for damage to school property for which it is proven that child/children are responsible and where the damage has been caused deliberately

Optional Extras

Charges may be made for some activities which are detailed below:

- Education provided outside of school time that is not:
 - i. Part of the National Curriculum
 - ii. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school
 - iii. Part of Religious Education
- Examination entry fee(s) if the registered pupil has not been prepared for examination by the school.
- Transport (other than transport to take the child to school or to other premises where the Local Authority have arranged for the child to be provided with education)
- Board and lodging for a child on a residential visit
- Extended day services such as breakfast club, after school club, holiday club.
- Swimming as an enrichment activity

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra and;
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity; divided equally by the number of pupils participating.

Remissions Policy

Consideration will be given to waiving the charge for board and lodgings for pupils whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for Free School Meals (due to the receipt of specified benefits rather than through Universal Infant Free School Meals).

Current eligible benefits can be found on the DfE website.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

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.

Charges may be made for vocal or instrumental tuition provided either individually or in groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of provision, including the cost of 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 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(1) of the Children Act 1989).