



# **Muswell Hill Primary School**

## **Charging and Remissions Policy**

**Agreed: November 2020**  
**Reviewed and approved: March 2022**  
**Next review: March 2024 (or before if appropriate)**

**Muswell Hill Primary School is a Rights Respecting School, based upon the UNICEF Convention of the Rights of the Child.**

**We believe that all children should grow up aware of these rights and respect these rights for themselves and for others. Being a Rights Respecting School underpins policies throughout the school. As policies are reviewed within the cycle they are adapted to demonstrate this. Reviews started in the academic year of 2019/20. The school received the Bronze Award in July 2020 and is currently working towards the Silver Award.**

## Introduction

The Governing Body of Muswell Hill Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## Preamble

1. Activities offered wholly or mainly during the normal school teaching time are available to all pupils regardless of their parent's ability to meet the cost.
2. The school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
3. The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or out of school hours.

## Charges

Activities outside of the normal school day may be subject to charges identified below. The school day begins at 8.55am and ends at 3.30pm. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

## Extended Services

The school runs extended day services between 7.45am until 8.55am and then later in the day after school care between 3.30pm until 6.00pm on site. The charges for these are set by the Governing Body and subsidies are available for siblings and families receiving free school meals. We also offer a wide range of extended services run by agencies which are subject to a fee.

## Costs for school year 20/21:

### Covid-19 Impact:

Breakfast Club £6.00 per day (7.30am) 7.45am - 8.55am children will then be taken to class  
MASC - after school club £12.50 per night - 3.30pm - 6.00pm (5.30pm)

All school run clubs must be paid up by the last day of the half term (approximately 5-6 weeks to pay in full). If clubs are not paid for by this date the child/family will not be prioritised for the same club the following term.

For Breakfast Club and MASC. All charges must be paid by the end of term or the place will be withdrawn for the following term.

Following on from the Community Review around MASC and Breakfast Club. Places are allocated on an annual basis - one full school year. Both working parents and single working parents will be prioritised and 10 places will be reserved for vulnerable children each night, with 3 remaining emergency places each night.

**NB: Parents and Carers will be asked to reapply over half term of Summer 1 (end of May/June bank holiday) and places will be allocated by the end of the first week back so parents have three months to adapt any childcare arrangements ready for the start of the new school year.**

### **School Journeys in School Hours**

The board and lodging element of approved residential activities deemed to take place in school hours. Parents will be invited to make a voluntary contribution towards the cost of the coach and activities.

### **Individual Instrumental Tuition**

The cost to the pupil for providing any instrumental tuition that is not part of the normal Music Curriculum provided by the school.

### **Charging in-kind**

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Design Technology, Science, Art & Craft. The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product. Supplementary resources outside of the curriculum offer which parents may wish to purchase in order to enhance pupils' attainment/progress in the home e.g. revision books.

### **Damage to property**

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Parents will be charged for wilful damage by their children, to school property.

### **School Visits**

The school reserves the right to recover the costs associated with the trip including indirect costs incurred.

The school reserves the right to cancel a trip if the costs incurred are not covered fully. In the event of this happening, any monies paid would be returned to parents and carers.

The school also reserves the right to claim back the cost to the school of a school visit should a child willfully misbehave in school and is not allowed to participate in the visit.

### **Residential Visits**

Cancellation made at the discretion of the Headteacher will incur charges dependent on the proximity of the deadline. Cancellation made by parents for health reasons must be supported by a medical certificate.

### **Professional duties**

The checking of personal details relating to passport applications, residency, adoption etc.

### **General**

#### **Additional Secondary School Reports**

The school will provide one report to support pupils' as they transfer to secondary school. If additional reports are required the school reserves the right to make a charge to parents.

### **Book Bags**

Pupils in Early years and KS1 are required to own a school Book Bag.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities/transport which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging could be remitted in full.

Children are entitled to receive free school meals if they or their parents or guardians receive any of the following:

- Universal Credit providing you have net earnings of less than £7,400 a year (£616.67 a month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee Credit element of State Pension Credit
- Support under Part 6 of the Immigration and Asylum Act 1999
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (providing you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HMRC)

The Pupil Premium fund may be used to cover, in part or in full, the cost of any activity where the school feels it will have a positive impact on the educational outcomes for any child. (Such expenditure will be published annually.) When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.