The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

First - class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By

Working Together
Sustaining Excellence
Transforming Lives

Monksmoor Park CE Primary School

Charging and Remissions 2026-27

Why is this required?
Statutory

What changes have been made?
New wording to ensure legislative compliance (SB)

What is the intended impact of this policy?

- **Have robust, clear processes in place for charging and remissions**
- **Clearly set out the types of activity that can be charged for and when charges will be made**

Date: Term 6 2026
Review date: Term 4 2027

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025

Statement of intent

The Rutland Learning Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

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Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- Children Act 1989
- DfE (2018) 'Charging for school activities'
- DfE (2024) 'Academy trust handbook 2024'
- DfE (2024) 'Academy trust governance guide'
- DfE (2024) 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Freedom of Information Act 2000
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- The Trust's Funding Agreement

This policy operates in conjunction with the following school policies:

- Anti-Fraud and Corruption Policy
- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- Financial Procedures Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable.

Roles and responsibilities

The governing board will be responsible for:

- The management of the school's delegated finances

- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The office manager will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

Charging for education

The school will not charge for:

- Admission applications.
- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.
- 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:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.

- Music tuition (in limited circumstances).
- Certain early years provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

Remissions

The school believes that all students are entitled to the same broad curriculum.

The school will therefore set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

The school will make it clear that, in the following circumstances, it will propose to remit (wholly or partly), and where budget permits, any charge which would otherwise be payable to the school:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the office manager via the school office.

Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
    - Part of the national curriculum

- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Part of RE

- 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 trust board has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g. breakfast, after school clubs, tea and supervised homework sessions.

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

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 optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled, and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

Music tuition

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. 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. In such cases, the charges applied will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the national curriculum.

Charges will not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge for music tuition will be made in respect of pupils who are LAC (Looked After Children).

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 registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

- Transport provided for an educational visit.

Residential visits

The school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The school will provide a form for parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours and no charge will be made.
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national

curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

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. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip 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 a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

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

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess if greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

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

Nursery

For further information regarding funding please see the Nursery Admission Policy

Funded Early Education Entitlements

Monksmoor Park Nursery offer Government-funded Early Education and Childcare places for eligible children attending our Nursery.

We provide:

• 15 hours funded childcare for all 3- and 4-year-olds

• 30 hours funded childcare for eligible 3- and 4-year-olds (families eligible for working families extended funding)

Funded hours are delivered completely free at the point of delivery in line with Department for Education statutory guidance.

Pattern of Hours Available for Funded Places

Funded hours can be accessed as follows:

• Funded hours are available Monday to Friday

• Sessions are offered between 8:30am – 2:30pm

• Funding is delivered over 38 weeks term time

• Minimum session length: 3 hours

• Maximum funded hours per day: 6 hours

Parents may choose to use funded hours on their own or alongside additional privately paid hours.

Charges and Chargeable Extras

Government-funded childcare hours are free.

The following charges apply only where parents choose to purchase additional hours or services. This will be via additional sessions above those entitled to or by using the wraparound care session which is not available for use via government funding.

Our Charges

Additional Private Paid Hours during core session times 08:30-14:30	**£6 per hour**
Wraparound care privately paid session 14:30-15:30pm	**£6 per hour**

Important information:

- Chargeable extras are not a condition of accessing a funded place and may be opted out of at any time – where charges are applicable.
- No additional charges are applied directly to funded hours
- Families are responsible for ensuring their funding codes are valid at the time of enrolment and for ongoing reverification. Failure to do this will result in taken sessions being invoiced for payment at a private rate of £6 per hour.
- Consumables ae not charged for by the school and must be provided weekly by families.
- Invoices are payable in advance on a termly basis. Failure to pay will result in removal from additional hours outside of funded sessions.

Payment method

Additional hours outside of funded sessions will be invoiced on a termly basis and should be paid in advance. If the charges incurred are not paid for, this will result in the withdrawal of the enrollment to the additional private rate session outside of any eligible funded session.

Payment is mandatory at a privately chargeable rate of £6 per hour for sessions during core hours of which are not funded and our wraparound care service.

Payments should be made via bank transfer as outlined on the invoice. We also encourage families to use Tax-Free Childcare where eligible.

Keeping Information Up to Date

This information is reviewed regularly to ensure it remains clear, accurate, and up to date in line with Department for Education requirements.

If you have any questions regarding Early Education funding, please speak to the Office Manager.

Funding, Charges and Chargeable Extras

Please see the table below for information about costs and chargeable extras in our preschool provision.

Description	Unit	Cost
Free entitlement hours up to 30 per week depending on funding entitlement		
15 hours universal funding Available to all	Weekly	Free
15 hours extended funding Available to all eligible working families	Weekly	Free (if entitled)
Additional hours – above funding entitlements (Chargeable private rate)		
Additional Private Paid Hours during core session times 08:30-14:30 (Hours taken outside of funded hours entitlement)	Per Session (Invoiceable termly in advance)	£18 per session (AM or PM)
Additional Extras Charges		
Food Charges: Fruit and veg snacks provided by School Fruit & Vegetable Scheme Milk provided by Cool Milk	FREE	FREE
Non-Food Consumables Charges: Wipes, nappy sacks, gloves, sanitiser, wet clothes bag, tissues, medical items – list not exhaustive. (Families must provide consumables.)	FREE	FREE
Activities Charges: School trips – Gallones ice-cream shop, Mini Meadows Farm Celebrations and events (If opted out of children will remain at school and have full access to a high quality early years curriculum.)	Ad Hoc	Approx £ 10 and £25 paid via Arbor (prices tbc) Ad Hoc
Wraparound Care – Not available for use with funded hours		

Wraparound care privately paid Session – not available using government funding 14:30-15:30pm Daily	Per Session (Invoiceable termly in advance)	£6 per hour
Late Collection Fees		
Late pick up fee Should a child be picked up later than 11:35 for the AM session and 14:35 for the PM session	Ad Hoc	£5 per 5 minutes or part thereof until the child is collected.

We accept Payment for Tax Free Childcare for hours attended over your funding entitlement, including wraparound clubs.

For more information please visit www.gov.uk/tax-free-childcare

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.