



## **MURRAY PARK SCHOOL**

### **Charging & Remissions Policy**

<b>Title of Policy</b>	<b>Charging and Remissions</b>
<b>Date of adoption</b>	<b>Spring 2022</b>
<b>Originator</b>	<b>Heather Halford</b>
<b>Date of review</b>	<b>Spring 2024</b>
<b>Additional information</b>	

Throughout this policy the term Parents refers to Parents/Carers

Murray Park believes that it is essential to recognise the valuable contribution that a range of additional activities, including clubs, visits and residential experiences, can make towards pupils personal and social education.

## **Aim**

The Governing Board 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 activities.

## **Practices**

- Any activity which takes place during lesson time and is an essential part of the curriculum that must involve all students should be provided free of charge.
- Any activity that takes place during lesson time and is not essential, but may help pupils in their learning e.g. theatre trip should be subject to voluntary contributions.
- Any activity that takes place in lesson time and is not essential and is not linked directly to a specific learning activity should require all participants to pay a charge.

## **Procedure**

### Voluntary Contributions

- All pupils in the designated classes or groups should be encouraged to participate in such activities, but it is not essential.
- No pupil will be excluded or treated differently if his/her parents are unable to make a contribution.
- If insufficient contributions are pledged then the activity might not take place.
- The school fund may subsidise an activity where there is a short fall occasioned by insufficient income from voluntary contribution.

### Residential Visits

- A charge may be levied for board and lodging on all residential visits.
- Where charges are made for a residential visit which takes place during school hours, complete remission of meal charges will be provided for pupils that are in receipt of a free school meal.
- Parents will be informed of this each time pupils are invited to take part in a residential visit.

### Optional Extras Outside School Hours

- Charges may be levied for any activity outside of normal school hours.
- Charges will not exceed the actual cost of the individual pupils' participation. This 'cost' can include insurance, supply and accounting costs.

### Individual Music Provision

- Individual music tuition which is part of the National Curriculum is provided free.
- Any school independent scheme may take place during school hours for which fees are charged.

### Charges for Materials

- Where parents have indicated in advance that they wish to own a finished product a charge may be made for ingredients or materials.
- Parents are expected to provide school uniform, swimming and P.E. kit, and a Pen, Pencil and Ruler.
- No pupil or parent is required to pay for, or supply, any materials, books, instruments, or other equipment in connection with the school activity unless it is an optional extra. The school will provide a list of optional extra equipment upon request.
- A charge may be made where equipment is lost or damaged by the student, but the school must not make any profit.

### Breakages and Damage

- Parents may be asked to pay for damage to school property or equipment where this is the result of a pupil's behaviour.

### Exams

- Please refer to the separate examinations policy.

### Support

Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges. You would qualify for Free School Meals if you meet the following criteria:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190\*financial year 18/19)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

When arranging a chargeable activity such parents/carers will be invited in confidence to complete a form which will allow the request of the remission of charges in full or in part. For example, uniform, trips, resources, can be funded by the school up to the agreed limits.

Trips & Uniform up to the value of £50 and other resources such as revision guides up to the value of £20 in a financial year (April to March).

See [Appendix 1](#) for more details.

The Headteacher in consultation with the Deputy Head will make authorisation for such remission.



## MURRAY PARK SCHOOL UNIFORM FINANCIAL ASSISTANCE



Part 1: Personal Details			
Student Name:		Form:	
Address:			
Post Code:		Telephone Number:	

Part 2: Request for Grant	
Total Cost of Uniform	£
Amount of Assistance Requested: <b>(50% of total cost up to a maximum of £50 per year)</b>	£

Part 3: On what basis are you applying for financial assistance? (please tick appropriate box)	
You are in receipt of free School meals or meet the following Pupil Premium criteria. <ol style="list-style-type: none"> <li>1. Currently, or have been, entitled to free school meals <b>at any point</b> over the past 6 years.</li> <li>2. Are in local authority care or adopted from local authority care.</li> <li>3. Have at least one parent working for the Armed Services or have had at some point in the past 4 years.</li> </ol>	<input type="checkbox"/>

Part 4: Method of purchasing the uniform (Please select one of the following options)	
<b><u>Morleys</u></b>  I shall be purchasing the uniform from Morleys and understand the amount of assistance will be deducted at the till point in the shop.  <b>Please do not shop until you have received your voucher and confirmation from us that Morleys has been informed</b>	<input type="checkbox"/>

<p><b><u>Uniformity</u></b></p> <p>I shall be purchasing the uniform from Uniformity and understand the amount of assistance will be deducted at the till point in the shop.</p> <p><b>Please do not shop until you have received your voucher and confirmation from us that Uniformity has been informed</b></p>	<input type="checkbox"/>
<p><b><u>Uniform Direct</u></b></p> <p>I shall be purchasing the uniform from Uniform Direct and understand the amount of assistance will be deducted at the till point in the shop.</p> <p><b>Please do not shop until you have received your voucher and confirmation from us that Uniform Direct has been informed</b></p>	<input type="checkbox"/>
<p><b><u>General Uniform Purchase</u></b></p> <p>Items of non-school logo uniform E.g. Shoes, shirts, trousers, skirts etc. Items purchased from other retailers on production of valid receipt to the Finance Department will be reimbursed by Finance.</p>	<input type="checkbox"/>

<b>Part 5: Declaration</b>	
I certify that all of the information I have provided above is correct.	
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

<b>Part 6: Finance use only</b>		
<b>Authorised by:</b>		<b>AHT KS3 OR AHT KS4</b>
<b>FSM Status checked:</b>		<b>Finance Department</b>
<b>Voucher Number</b>		<b>Finance Department</b>
<b>Amount:</b>	<b>£</b>	<b>Date:</b>