

Temple Meadow Primary School



Charging and Remissions Policy

Safeguarding Policy Statement

This policy is part of the wider umbrella of Keeping Children Safe in Education - and Temple Meadow's Safeguarding and Child Protection Policy.

Policy Ownership: SBM

To SLT:	June 2025
To Staff:	June 2025
To Governors:	June 2025
Document Live date:	June 2025
Next Review Date:	June 2026
Updates: Late Collection charge increased to £5 Legal Framework 30-hour offer supplementary charge Updated Late Collection charging tariff & expectation regarding meal payments	Nov 2019 Feb 2020 June 2021 Sept 2025

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Statement of intent

Temple Meadow 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.

We promise:

- not to charge for education provided during school hours.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- [School Governance Guide](#)

2. Charging for education

2.1. We will not charge parents/carers for:

- admission applications
- education provided during school hours
- religious Education, as outlined in the national curriculum
- instrumental or vocal tuition, unless provided at the request of the pupil's parents/carers.

2.2. We may charge parents/carers for the following:

- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities.

Please note that all charges made by school are none refundable

3. Optional extras

3.1. We may charge parents/carers 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.
 - Religious education
- transport linked to school activities; however this would always be on a voluntary basis
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (e.g After School Clubs).

3.2. When calculating the cost of optional extras, the school will only consider the following:

- materials, books, instruments or equipment provided in relation to the optional extra
- the cost of buildings and accommodation
- the employment of non-teaching staff

- the cost of teaching staff (including teaching assistants) 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.
- 3.3. The school will only ever charge the exact cost of providing the optional extra, divided by the number of participating pupils. We will never expect parents/carers/carers to pay an inflated amount to cover the cost of those who are unable to contribute.
- 3.4. Participation in any optional extra activities will be based on parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra, to ensure that it is financially viable for the school to host.

4. Voluntary contributions

- 4.1. We may ask for voluntary contributions towards school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to contribute, however the school does rely on parental contributions to ensure the viability of activities.
- 4.2. No child will be excluded from an activity simply because their parents/carers 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. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 4.3. We will always strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

5. Music tuition

- 5.1. Music tuition is the only 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/carers.
- 5.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- 5.3. At Temple Meadow, we currently offer music tuition to year group five, at no additional cost. We also offer some individual music tuition to looked after children. Music tuition is provided by SIPS Education.

6. Transport

- 6.1. We will not:
- request compulsory contributions towards transport to facilitate an educational visit. We may however request voluntary contributions towards the cost of transport for facilitating an offsite visit,

as an optional extra. The school will always commit to paying the first 50% towards any transport cost, before requesting voluntary contributions for the remainder.

7. Residential visits

7.1. We 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 religious education.
- supply teachers to cover for teachers accompanying pupils on visits.

7.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

7.3. Parents/carers will be exempt from board and lodging costs if their child is eligible for free school meals, because of being 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 State Pension Credit
- child Tax Credit, if 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).

8. Education partly during school hours

8.1. 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 is deemed to take place during school hours and no charge will be made.

8.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we 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 religious education.

8.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

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

8.5. Any charges for extended day services will be optional.

9. Damaged or lost items

- 9.1. The school may charge parents/carers for the cost of replacing items broken, damaged or lost items due to their child's behaviour.

10. Additional chargeable items summary

10.1 School Uniform

Uniform can be purchased directly through our preferred uniform supplier. Information regarding this is available on our website.

10.2 Milk

Once pupils reach the age of 5, parents/carers have the option to order milk for their children. The cost of the provision is charged directly by the school supplier to families. The termly cost is dependent on the number of days in each term. Children who qualify for Pupil Premium funding are also eligible to receive milk over the age of 5, when requested by parents/carers.

10.3 School Dinners

Children that are not eligible for Free School Meals or Universal Free School Meals (Rec – Y2), have the option to pay for a school dinner. Our meals are provided by SIPS Education and charged at a daily rate; payments are required at the beginning of each term time week, via MCAS.

10.4 Water bottle and book bag

On admission to Temple Meadow, we issue each child with a book bag . If required, book bags and bottles can be purchased directly from school. Payment are to be made via MCAS.

10.5 Lettings

A copy of The Lettings Policy will be made available to outside users once a lettings hire has been agreed in principle. Charges associated with the agreed hire will be issued at the point of enquiry.

10.6 Late collection fee for parents/carers

We always aim to keep children safe and at the end of the day we do on occasions have 'uncollected children'. Sometimes the parent has made no contact regarding the delay and sometimes the same parent does this regularly.

We consider a delay to be 15mins after the end of the school day/nursery session/after school club. **See *Late Collection Policy*. A charge of £5 will be applied for every 15 minutes after collection time.**

10.7 30-hour Nursery supplementary charge

For families undertaking our 30-hour Nursery offer, there will be an additional daily supplementary charge of £2.60 for the additional 45 minutes offered through the provision. Parents of children attending our Nursery 30-hour provision are charged on a weekly basis through MCAS. This charge is non-refundable.

10.8 Other charges

The Headteacher, School Business Manager and Resource committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services (e.g. photocopying).

The Headteacher can waive or reduce the debt, where it is believed that exceptional circumstances exist.

A debt may be written off by resolution of the Governing Body on the recommendation of the Headteacher or delegate. A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.



Current School Charges

School Meals

Year group	Daily Charge	Weekly Charge
Reception, Y1 & Y2	FREE – Universal free school meals	FREE – Universal free school meals
Y3, Y4, Y5 & Y6	£2.70	£13.50
Staff Meal	£3.40	£17.00

PLEASE NOTE: Payments should be made at the beginning of the week for the school meals requested. If school meals remain unpaid, school reserves the right to remove access to this facility until outstanding balances are settled in full.

Uniform

A price list of logo printed uniform is available at <https://templeps.ace-online.co.uk/catalogue>

In School, we keep a stock of water bottles and for you to purchase. The cost of these items is detailed below:

Description	Cost
Water Bottle	£2.75
Other Chargeable Items	
Description	Cost
Nursery 30 hour daily supplementary charge	£2.60 per day
Late collection of a pupil	£5.00 per 15 minutes
Tuck	Refer to price list displayed at the tuck shop

All payments must made via MCAS – Thank You.