



St Meryl School

Charging and Remissions Policy

Ratified by: the Governing Body of St Meryl School on: 17/10/13

Reviewed: October 2014, October 2015, February 2018, May 2021, May 2024, September 2025

Date of next review: September 2026

St Meryl School Charging and Remissions Policy

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

The Governing Body wishes to align this policy with the LA's charging policy as stated in the Handbook of Financial Regulations.

The Governing Body recognises the valuable contribution that additional activities can make towards the children's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional activities.

Charging and Remissions

The Education Act 1996 set out the law on charging in all schools maintained by local education authorities.

The objectives of the charging provisions in the Act are:

- To maintain the right to free school education
- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' or guardians' ability or willingness to help to meet the cost
- To give local education authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, while emphasising that there is no statutory requirement to charge for any form of education or related activity
- To confirm the right of local education authorities and schools to invite voluntary

contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Local education authorities and the Governing Bodies of schools are required to draw up, and keep under review, their policies in respect of charges and remission arrangements. Our policies reflect the current policies of Hertfordshire County Council. The charging and remissions policies adopted by the school Governing Bodies may be more or less generous than the policies of the Authority, provided they meet the requirements of the law.

Voluntary contributions

St Meryl School may ask parents for voluntary contributions towards the cost of:

- Any activity which takes place during school hours, including non-curriculum activities
- School equipment (eg. stationery)
- Educational visits to museums, theatres and other sites of interest which support the children's learning
- Residential trips
- Visits by authors, poets, environmentalists, puppeteers, theatre groups and other experts who come into school to extend the children's knowledge and experience
- Group instrumental tuition that is deemed to be required by the National Curriculum
- Visits to the swimming pool for swimming lessons
- Any equipment that is purposefully damaged or broken

Therefore, it may be that school outings and day trips will not occur if sufficient parents are unable to contribute towards the cost of such event.

If only some were to do this and it was considered that insufficient funds were available to make the proposed activity viable, then in the interest of fairness amongst all the children the school outing or day trip may be cancelled.

The school may make an exception on a payment that it would normally expect to receive under this policy under exceptional circumstances which would be discussed with parents and at the head teacher's discretion.

The Governing Body may from time to time, amend the categories of activities for

which a voluntary contribution or charge may be made.

A paragraph along the lines of the following will be appended to all letters to parents regarding school outings where voluntary contributions are applicable.

‘It is necessary for voluntary contributions for this visit to take place. There is no obligation to contribute but it will be necessary to have substantial voluntary contributions in order that the trip may take place. However, if we do not have sufficient voluntary contributions in fairness to all, the visit will not go ahead for any of the children.’

Residential trips

The school may charge parents for board and lodging costs for residential trips. However, parents who are in receipt of benefits may be helped with costs and each case is looked at on an individual basis when there are difficulties.

Fees for residential trips outside of school hours may not be charged to such parents or guardians where the education provided during the trip forms part of the syllabus for a prescribed public examination or is a part of the National Curriculum or the syllabus for religious education.

The Hertfordshire Educational Foundation is a small registered charity that may be able to support pupils taking part in educational visits arranged by schools. See contact list for this Section for information about the grant application process.

Extra-curricular activities

The school charges parents for extra-curricular clubs such as netball, basketball etc and for out of school hours tuition in order to cover staffing, equipment and premises costs.

Breakfast club

There is a daily charge for attendance at the school’s breakfast club in order to cover staffing, breakfast, resources and premises costs.

School meals

These are charged per meal and payable in advance via the school’s on-line payment system.

Refunds

It is the school's policy to refund surplus amounts made on any particular activity, if that amount exceeds £2.00 per child. Amounts less than this will be absorbed within the school's funds for related expenditure.

Swimming: Children are refunded for days when they have been absent from school for legitimate reasons, at the discretion of the Head.

Milk: No refunds are given for milk not taken, as this has to be pre-ordered and paid for regardless.

**This policy will be reviewed annually by the
Head Teacher and the Governing Body of St Meryl School**