MITCHELL BROOK
PRIMARY SCHOOL

Charging and Remissions Policy

Approved By	Finance Committee
Date of Approval	March 2026
This policy is updated and approved annually	

Charging and Remission Policy in respect of school activities

1. Philosophy

At Mitchell Brook, we recognise and value the contribution that a wide range of additional activities, including trips, residential activities, shows and visitors can make towards pupils' education. We aim to promote such activities as part of our broad and balanced curriculum in order to 'inspire the minds of tomorrow to become confident lifelong learners'. We believe that all pupils should have equal opportunity to benefit from school activities and visits independent of their parents/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered while at the same time, minimising potential financial barriers.

2. 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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Finance Committee.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

- Parents are expected to take note of the contents of this policy and abide by the procedures.
- Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. School Policy

There will be no charge for the following activities:

5.1 Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments and other equipment. It also includes transport provided in school hours to carry pupils between the school and an activity, although on specific occasions the school may ask parents for a small contribution e.g. transport to swimming, trips;

5.2 Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;

5.3 instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);

5.4 instrumental and vocal tuition for children in care;

5.5 In the case of twins, triplets etc. Families may be asked to only pay for one child so that all of the children may benefit.

6. Voluntary Contributions

- Parents may be asked for voluntary contributions and if an activity cannot proceed without the benefit of such contributions parents will be told at the outset.
- Where an activity is counted as wholly during the school day, no child will be excluded because his/her parents are unwilling to pay a voluntary contribution.
- Parents are requested to pay a voluntary contribution for extracurricular clubs which run in the school day.

7. Chargeable Activities

7.1 Charges for loss or willful damage to school property

- parents will be asked to contribute towards the replacement of lost school items such as reading books - £5 minimum charge up to £20 depending on replacement cost.
- parents will be asked to contribute towards the cost of repairing and or replacing any school property which has been willfully damaged by a child. This will be dependent on the cost incurred by the school. A payment plan will be set up for larger amounts. This will be agreed by the Headteacher.

- children who have been allocated a school laptop have signed an agreement to have this insured and the family is liable for any damage incurred. Families are asked to bring in the laptops on a termly basis for checking (at least twice yearly)

7.2 Charge for information documentation

- Any letter requested by parents regarding parental rights, attendance, home office, HMRC etc. would attract a minimum charge of £5 per letter.
- Any copies of school documentation, which has already been issued by the school, will attract a minimum charge of £5.

7.3 Extracurricular Clubs

- Parents are asked to pay for any extracurricular clubs outside of the school day. The charge from April 2026 will be £23 per term. **Refunds will only be given if the child moves from Mitchell Brook Primary School or is medically exempt for more than 1 session.**

7.4 Music

- The Governors may charge for individual instrumental music lessons or for lessons to a group of individuals up to and including four pupils unless such tuition is part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- Where charges are made, they will not exceed the actual cost of the lesson.
- If individual music tuition is available, the governors will make arrangements to ensure that pupils whose parents are unable to make a financial contribution are not excluded from the possibility of such tuition. Brent Music Service offers reduced costs to those pupils in receipt of Free School Meals.
- The school will provide the musical instruments that are offered for home practise except Steel Pans. Parents will be requested to pay a deposit, which will be returned to them at the end of the school year, when the instrument is returned in good working order. **Refunds will only be given if the child moves from Mitchell Brook Primary School or is medically exempt for more than 1 session.**

7.5 After School Club

- The governors will make a charge for attendance at the After-School Club that is competitive with other providers but affordable to parents.

Early Pick Up (until 4) £8.00

Half Session (after curriculum club) £10

Whole session (3-5:45) £12

Sessions must be booked and paid at least a week in advance. **There are no refunds for non attendance for any reason** as the staffing levels and refreshments are already organised and paid for. The Governors delegate the responsibility to the Headteacher to waive costs for families who require respite under safeguarding plans.

School staff on a permanent or long term contract can access the club at a subsidised rate.

7.6 Holiday Play Schemes

- The governors will make a reasonable charge for attendance at the Holiday Play schemes. The charge for children from Mitchell Brook will be less than for those from other schools.
- Sessions must be booked and paid for a week in advance. **There will be no refunds for non attendance for any reason.**
- Additional clubs in holiday time will attract charges.
- Late collection fee can be applied.

7.7 Breakfast Club

The school will charge £1 per day for this service. The school will pay for the staffing from the school budget. Magic Breakfast donates some food.

Families who wish to use this service should book and pay in advance. **There will be no refunds for non attendance for any reason.**

7.8 Extracurricular Clubs (External)

If the club is being organised and run by an outside agency/organisation, parents will be required to pay the fees set out by that club. All communication for the club should be directed through the club's main contact, not through the school. The school will not make refunds on behalf of an external provider.

7.9 School Journeys/Residential

- The Governors hope that all Year 6 pupils will be able to take part in their School Journey/Residential and will make allowances in the budget for remitting costs to those parents whose child is entitled to receive free school meals.
- When a School Journey/Residential is arranged through a third party, e.g. an educational trip organisation or agent, parents will be liable for the cost of their child. All parents will be expected to pay for the board and lodgings element of the cost but those whose child is entitled to receive free school meals may claim remittance of the remaining costs.
- As the School Journey/Residential is through an outside provider, any money paid cannot be refunded except on medical grounds. Proof will be requested and refunds will be at the discretion of the Headteacher. Their decision is final.

7.10 Nursery Charges

The governors will make a charge for additional nursery hours for parents who are not eligible for the 30-hour nursery provisions. For the additional 15 hours the charge is £75 per week. Additional sessions can be booked at a charge of £15 per session.

Please note: Nursery provision is currently being reviewed due to demand for wrap around places (8-6). This document will be updated if this changes.

7.11 Late collection

The governors will charge £8.00 up to half an hour late and thereafter it will be £8.00 for every 15 minutes you are late.The charge will be made against the child's Arbor account and must be paid before further bookings can be made.

7.12 School Meals

It has been announced that all primary children will receive free meals for the next four years so there is no charge.

8. Remission

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can be legally made will be offered at no charge or a reduced charge. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Children on a child protection plan may receive some clubs without charge, at the discretion of the Headteacher.