

Charging and Remissions Policy

Meanwood CE Primary School



Approved by:	Governing Board
Approval Date:	23.09.2026
Next Review Due By:	23.09.2027

1. Vision and Values

Meanwood CE Primary School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. At Meanwood, we continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality, or disability. The school provides an inclusive curriculum which meets the needs of all its pupils, including those with special educational needs and disabilities (SEND), from all cultural backgrounds and faiths, and pupils with English as an additional language (EAL).

Our Vision: Every person is valued, nurtured and empowered to achieve their full potential. Our vision is underpinned by Jesus' commandment to "love one another as I have loved you" (John 15:12).

Our Values: Open Hearts | Open Minds | Open Arms

2. Policy Aim and Statutory Framework

The aim of this policy is to set out clearly what charges will be levied for school activities, what remissions will be implemented, and the circumstances under which voluntary contributions will be requested from parents and carers. This policy is based on advice from the Department for Education (DfE) on charging for school activities and sections 449–462 of the Education Act 1996, which set out the statutory law on charging for school activities in England. This updated policy incorporates revised government guidance on Free School Meals (FSM) funding and remissions taking effect from September 2027.

3. Definitions and Governance Oversight

Key Definitions:

- **Charge:** A fee payable for specifically defined activities.
- **Remission:** The full or partial cancellation of a charge which would normally be payable.
- **Voluntary Contribution:** A requested donation towards an activity where payment cannot be enforced as a condition of participation.

The Governing Board has delegated responsibility for approving this policy to the Resources Committee and the Headteacher, who is responsible for its implementation. The Governing Board retains overall responsibility for monitoring policy compliance and equity of access.

4. Activities Exempt from Charges

In accordance with statutory legislation, the Governing Board confirms that charges cannot be made for the following:

- Education provided wholly or mainly during school hours (including National Curriculum provision, religious education, or preparation for prescribed public examinations).
- Tuition for pupils learning to play musical instruments or vocal tuition if this forms a required part of the National Curriculum, RE, or examination syllabus.
- Supply teachers engaged to cover for teachers who are absent from school accompanying pupils on a residential visit.
- Transporting registered pupils to or from school premises where the Local Authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Board or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when prepared for that examination at the school.

5. Permissible Charges ('Optional Extras')

Charges may be levied by the school for the following activities and services:

- **Board and Lodging on Residential Visits:** Charges will be made to cover actual board and lodging costs (not exceeding actual expenditure).
- **Optional Extras Outside School Hours:** Activities provided wholly or mainly outside school hours that are not part of the National Curriculum or statutory RE. Charges cover travel, materials/equipment, non-teaching staff costs, entrance fees, insurance, and supply staff engaged purely for the activity.
- **Individual / Group Music Tuition:** Vocal or instrumental tuition provided at parental request that is not an essential element of the National Curriculum.
- **Extended Early Years Childcare:** Additional hours for 2-year-olds beyond statutory 15-hour entitlements, in accordance with the Education (Charges for Early Years Provision) regulations.
- **Out of School Club & Extra-Curricular Activities:** Childcare provision outside normal school hours (e.g. Breakfast Club and After-School Club) and optional extra-curricular clubs.
- **Community Use & Lettings:** Use of school facilities by external groups. School hall lettings are managed via Leeds School Lettings Service (standard rate £25/hr, reviewed annually).
- **Damage, Vandalism, and Loss:** The school reserves the right to charge parents for the cost of repairing or replacing school property, books, or equipment damaged or lost through willful misuse or negligence.
- **Documentation Requests:** Actual costs incurred for printing and postage where hard copies of documents published on the website are requested.

6. Voluntary Contributions

The school may ask for voluntary contributions from parents to fund educational trips, visits, and enrichment activities during school hours that would not otherwise be financially viable.

When requesting voluntary contributions, the school will ensure parents are made explicitly aware that:

1. The contribution is genuinely voluntary and parents are under no financial or legal obligation to pay.
2. Registered pupils will not be treated differently or discriminated against based on whether a contribution has been made.
3. If insufficient voluntary contributions are received, the Headteacher may be forced to cancel the proposed trip or activity.

7. Remissions Policy (Applicable 1st September 2027 Guidance)

Remission refers to the full or partial cancellation of charges that would normally be payable for residential board and lodging, day visits organised by the school, and extra-curricular club costs. (Note: Remissions do not apply to After-School Club provision; Breakfast Club is offered at a discounted rate of £2.00 per session for eligible pupils).

Categorisation of Free School Meals (FSM) and Remission Eligibility

In line with updated Department for Education guidance taking effect from September 2027, remission of charges is strictly determined by benefit-tested financial criteria. The school distinguishes between Targeted FSM and Expanded FSM as follows:

Category	Criteria & Definition	Remission Entitlement
Targeted FSM (Benefit-Tested)	Pupils whose parents/carers receive statutory benefit support payments (e.g. Universal Credit under net threshold of £7,400/yr, Income Support, Income-based JSA/ESA, Pension Credit, Part VI Immigration Support, Working Tax Credit run-on).	FULL REMISSION (Entitled to 100% remission on residential board/lodging, day trips & clubs).
Expanded FSM (Universal/Non-Benefit)	Pupils receiving state-funded meals under universal or non-benefit-tested schemes.	NO REMISSION (Not entitled to remission of charges; full charges apply).
Adopted & Previously Looked After Children	Pupils who are adopted from care, or left care under a Special Guardianship Order or Child Arrangements Order (receiving Pupil Premium Plus funding).	NO REMISSION (Not entitled to remission of charges; full charges apply).

Qualifying Support Payments for Targeted FSM Remission:

Parents in receipt of the following support payments are eligible for Targeted FSM remissions:

- Universal Credit (provided household net earned income does not exceed £7,400 per annum after tax and excluding benefits).
- Income Support.
- Income-based Jobseeker's Allowance (JSA).
- Income-related Employment and Support Allowance (ESA).
- Support under Part VI of the Immigration and Asylum Act 1999.
- The Guarantee element of State Pension Credit.
- Working Tax Credit run-on (paid for 4 weeks after qualifying for Working Tax Credit stops).

Important Note on Pupil Premium & Other Groups: In accordance with updated school policy, children who receive Pupil Premium funding solely via non-benefit criteria (including adopted/previously looked after children and service children) are NOT entitled to remission of charges unless they independently meet the benefit-tested Targeted FSM criteria outlined above.

8. School Meals

The Governing Board determines and publishes the price to be charged for school meals annually. For the current academic period, meal prices are established as follows:

- **EYFS & Key Stage 1:** Provided free of charge under Universal Infant Free School Meals (UIFSM).
Standard meal price benchmark: £2.97 per meal.
- **Key Stage 2:** £3.00 per meal (unless eligible for Targeted FSM).