



ALVANLEY AND MANLEY VILLAGE SCHOOL CHARGING AND REMISSIONS POLICY - 2026

Introduction

Alvanley & Manley Village School believe that learning outside the classroom makes an invaluable contribution to the education of young people. All pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

Aims of the Policy

- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education of related activity, but the school can exercise discretion;
- to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the school 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

Implementation

In accordance with the above, the school's policy is to charge for the following activities:

1. Music tuition

No charge can be made for class music tuition or group music activities within school hours. However, where individual tuition in the playing of any musical instrument is available to pupils other than those above a charge may be made, including any associated materials, books, instruments, or equipment, where a parent wishes their child to own them. This may be for small groups of up to 4 children. In such cases parental agreement must be sought before a pupil is given tuition

2. Board and lodging

Where a school activity involves pupils in at least one night away from home, the Governing Board is permitted to charge for board and lodging whether or not the activity takes place in school hours or outside school hours. The charge has to be the 'actual cost' and must not include the cost of transport, insurance or other sundries. However, parents who are deemed to be in receipt of a qualifying benefit by the Governing Board, may be offered a reduced rate for the board and lodgings. See remittance section below.

There can be no charges for transport, insurance or other sundries. However, the school will usually ask for voluntary contributions from parents. No child will be prevented from attending a residential visit due to financial reasons but the Headteacher reserves the right to cancel such a visit if contributions do not meet or nearly meet the cost. Parents who are unable to afford the full cost of residential visits must contact the school office or speak to the Headteacher directly.

3. Education outside school hours

If an activity is forming part of an examination course or part of National Curriculum requirements, no charge can be made. Activities wholly or mainly outside school hours are called 'optional extras'. An activity which takes place during school hours, cannot by definition be deemed 'optional extras'. Participation in any optional extra activity will require parental permission and a willingness to meet such charges as are made.

All other types of visits made wholly or mainly in school hours must not be charged for but the cost can be recovered by voluntary contributions from parents. However, children must not be excluded from a visit because of their parents' unwillingness or inability to pay.

The Governing Board reserves the right to make a charge or ask for voluntary contributions in the following circumstances for activities organised by the school:

A. Educational Visits in School Hours

i.e. non-residential visits taking place wholly or mainly during school time e.g. museum, zoo, theatre.

No charge can be made for such visits, however, in order to cover the costs, the school will ask for a voluntary contribution from parents. Children must not be excluded from a visit because of their parents' inability or unwillingness to pay. If many parents do not wish to contribute then the Head teacher reserves the right to cancel the visit and return all the monies contributed. This applies also to activities taking place in school such as visiting theatre companies, artists. Parents who do struggle to afford the cost of educational visits must contact the school office or speak to the Head teacher directly.

B. Activities Outside School Hours

i.e. non-residential visits or before/after school clubs taking place wholly or mainly outside school time, eg. evening theatre visits, concerts.

As these visits are generally organised on the basis of parental choice then they are deemed 'optional extras' and the school has the right to recover the full cost of the visit. A pre-

requisite for the provision of an optional extra activity must be parental agreement. There is no obligation to remit charges to individual children.

C. Residential Visits Within School Time

i.e. residential visits taking place wholly or mainly within school time eg. Min-Y-Don, Llandudno, Condover Hall.

The Governors must review risk assessments for such visits. The costs will be recovered as follows: Charges will be made for the board and lodging element of the visit. Children who are eligible for free school meals may be offered a reduced rate for the board and lodgings, see remissions section below. If an appropriate use of money, pupil premium may be used to subsidise costs for children who are eligible for free school meals.

There can be no charges for transport, insurance or other sundries. However, the school will usually ask for voluntary contributions from parents. No child will be prevented from attending a residential visit due to financial reasons but the Headteacher reserves the right to cancel such a visit if contributions do not meet or nearly meet the cost. Parents who are unable to afford the full cost of residential visits must contact the school office or speak to the Headteacher directly.

D. Residential Visits Outside School Time

i.e. Residential visits taking place wholly or mainly outside school time eg. Weekend camps.

The Governors must review risk assessments for such a visit. As parental agreement is pre-requisite for such an activity and it is an 'optional extra' then the school can recover the full cost of such an activity. There is no obligation to remit charges to individual pupils.

E. Swimming Lessons

Payments may be requested to make a contribution towards the cost of transporting the children to the swimming pool.

F. Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment may be liable for the costs of repair or replacement

G. Charging in Kind

The Governing Board may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

H. General

The Governing Board may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Remissions

In order to remove financial barriers from disadvantaged pupils, some activities and visits may be offered at a reduced charge for parents who are in receipt 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 Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190.
- UNIVERSAL CREDIT where this has replaced any of the benefits above.

These criteria usually relate to the family being eligible for free school meals (excluding universal free school meals for KS1 children).

In addition to assist all parents, we aim to provide as much advance notice as possible regarding school trips, especially residential visits. Payments can also be accepted in instalments on request.

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