



Charging and remissions policy

Adopted: July 2023

Review date: June 2024

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are in reception, year 1 and year 2, as they are eligible for UIFSM

3. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours except for music tuition

4. Activities that take place outside of school hours

The school offers additional sports clubs after school. A qualified coach, who is not a member of the school staff, runs and organises football and multi sports sessions on behalf of 360 Coaching and we also currently have Boogie Pumps dance sessions throughout the week. A football club is run by Kick-start on a Saturday morning. Milford Staff run our Breakfast Club. All clubs need to be booked and paid for in advance of attendance. Information regarding this process is on the school website.

We make a charge to the hirers for the use of school premises for these sessions. The charges are reviewed on an annual basis and revised where necessary.

5. Music tuition within school hours

Milford School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule. Rock Steady provide music lessons, which are paid for by parents.

6. Extended services

Milford School provides a breakfast club Monday – Friday, 7:45 – 8:45. The charge for breakfast club covers the cost of providing two staff and a healthy breakfast.

7. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

8. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

9. Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit

Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

10. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

11. Inability or unwillingness to pay

Milford School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

12. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

Signed by:

_____ **The chair of governors** **Date:**

_____ **Headteacher** **Date:**