



Milford School

CHARGING & REMISSIONS POLICY

2026-2027

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Policy Type: Statutory

Review cycle: Annual

Reviewed by: L Breen

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Approved By: Resources

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Next Review Date March 2027

Charging and Remission Policy

Aim at Milford School the Governors recognise the valuable contribution that a wide range of additional activities, including school visits and clubs, can make towards pupils education. It also believes that all children should have an equal opportunity to benefit from activities and visits, independent of their parents/carer's financial means.

The aim of the policy is to ensure that there is clarity over those items which Milford School will provide free of charge and those items for which there may be a charge.

Roles and responsibilities

The Governing Body has overall responsibility for approving the charging and remissions policy.

The Head teacher has overall responsibility for monitoring the implementation of this policy and is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff are responsible for implementing the charging and remissions policy consistently and notifying the Head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Admissions

There is no charge for admissions.

School meals

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

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, which is run by Rock Steady.

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. Milford Staff run three clubs per week including 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.

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.

Extended services

Milford School provides a breakfast club Monday – Friday, 7:45 – 8:30. The charge for breakfast club covers the cost of providing one staff member and a healthy breakfast.

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.

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.

Remissions and concessions

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

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support(IS)
- income-based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The Guarantee element of State Pension Credit
- Working Tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax

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 Head teacher.

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.

Inability 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.

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.
