



Charging and Remissions Policy

Governors' Committee Responsible	Resourcing Committee
Status	Statutory
Review Cycle	Annual
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Date of next review	March 2026

Marshgate Primary School Charging and Remissions Policy

INTRODUCTION

We recognise the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will ensure a range of visits and activities is offered and there is equality of access for all.

1. CONTRIBUTIONS

The school may ask for contributions to fund activities that will enrich our pupils' education. Marshgate is committed to ensuring fair access and treatment of all pupils, and this means Marshgate will take all possible steps to ensure that no child is excluded from an activity because the parents or carers of that child are unable to pay. Parents are encouraged to speak to the Headteacher if they have difficulty paying. However, if there is insufficient funding for an activity, then it may be cancelled. In this case all monies paid will be returned to parents.

Educational visits

For visits occurring during school time a contribution may be requested from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable.

Swimming lessons

Parents and carers will be asked to pay the cost of transport to the pool. The entrance fee and the coaching session is paid for by the school.

2. RESIDENTIAL VISITS

Parents will be charged for the full cost of the visit. Every effort will be made to keep these costs reasonable. The school is required to give ten weeks' notice of cancellation of places to avoid a financial penalty and there is no reimbursement of the non-refundable deposit.

No child will be excluded from an activity that takes place through non-payment. Charges may be reduced or fully funded according to financial circumstances, for children whose parents make an application to the Headteacher either on the basis of eligibility for free school meals or other evidence of financial hardship.

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3. INSTRUMENTAL MUSIC LESSONS

No charge is made for music tuition as part of the national curriculum. There is a charge for private individual or group music tuition that is not part of the curriculum. At Marshgate, this provision is offered by the Richmond Music Trust. Payment for any additional lessons is made directly to Richmond Music Trust and is not administered by the school.

The school choirs are run by staff at the school and there is no charge made for the choir sessions. When choir excursions take place, the costs will be costs charged to the parents, for example the cost of the coach to the venue and then optional tickets for parents to watch the performance.

4. PE AND AFTER SCHOOL CLUBS

Marshgate has a variety of before and after school clubs, the majority run by external providers. Funding for clubs will be provided for those financially challenged (FSM / PPG or financial hardship).

5. INDEPENDENT AND OVERSEAS SCHOOL REPORTS

If parents/carers are considering applying for independent schools for their child at any stage in primary school, then a charge will be made for a school report. This one-off charge is for the current class teacher to write a tailored, confidential report for the independent school which can then be sent to multiple schools. The same applies if a child is moving overseas and a school report is required.

6. SCHOLARSHIPS AND BURSARIES

Some children may apply for a scholarship or bursary for an independent or overseas school. As this is a specialist request, for example a sports scholarship or art scholarship then this will incur a charge. The relevant teacher, for example PE Co-ordinator or Art Co-ordinator, will write the reference.

7. REMISSIONS AND CONCESSIONS

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

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Criteria for qualification for remission are given below:

Parents/carers in receipt of:

- 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
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Children who receive any of these benefits directly (instead of through a parent or guardian) will also receive free school meals.

Children under the compulsory school age who are in full time education may also be eligible for free meals.

Application for the remission of charges will always be dealt with confidentially.