

The Mortimer Federation of St. John's and St. Mary's

Charging and Remissions Policy			
Committee	Finance	Date of Issue	November 2025
Status	Statutory	Review Date	November 2026
		Issue Number	6

THE MORTIMER FEDERATION OF ST. JOHN'S AND ST. MARY'S

CHARGING AND REMISSIONS POLICY

Purpose

The purpose of the policy is to ensure that all children have full and free access to a broad and balanced curriculum.

The school day for Mortimer St. John's is defined as 8.45am to 12.15pm and 1.15pm to 3.10pm.

The school day for Mortimer St. Mary's is defined as 9.00am to 12.15pm and 1.15pm to 3.30pm.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors* and *Charging for School Activities (DfE May 2018)*

Relationship to other school policies

The policy complements the school's Equality Policy and Teaching and Learning Policy.

Roles and responsibilities of Executive Headteacher, other staff and governors.

The Executive Headteacher will ensure that the following applies:

Activities Provided Free of Charge

- All education that takes place during the normal school day. This includes school trips that take place during the school day.
- All activities that take place outside the normal school day, but are part of the National Curriculum, are part of a syllabus for any public examination, or part of religious education.
- Instrument or vocal tuition, unless the tuition is provided at the request of a parent/carers.

Note that this covers activities designed to fulfil requirements under the National Curriculum inclusion statement, for example, developing teamwork skills, and is not limited only to subject-specific activities.

Optional Extras

The school may, at the Executive Headteacher's discretion, make a charge under any of the following circumstances:

- For activities that take place outside the normal school day that are not part of the National Curriculum, or part of the syllabus for any public examination, or part of religious education.
- The cost of board and lodging for all residential activities.
- Where a parent/carers has expressed a wish to own the materials, books, equipment, or instruments used.

Provided that all the following conditions are met:

- The charge does not exceed the actual cost of providing the activity.
- The charge is calculated by dividing the cost of the activity equally by the number of pupils participating; i.e. it does not contain an element of subsidy for pupils whose parents/carers are unwilling or unable to pay the charge.
- The charge relates only to the provision of the actual activity (for example, it cannot cover the provision of supply teachers to cover pupils who are not participating in the activity).

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- It is made clear to parents/carers in receipt of certain benefits or financial support (as listed below) that if they are not able to pay the charge, they should speak to the Executive Headteacher to establish what support the school can give them.
- The charge may take into account the cost of any, or all of the below:
 - Materials, books, instruments or equipment.
 - Buildings and accommodation.
 - Tickets and entrance fees.
 - Non-teaching staff engaged in connection with the optional extra.
 - Teaching staff employed purely to provide the chargeable activities.
 - Teaching staff employed to provide tuition in a musical instrument, or vocal tuition, where such tuition is an optional extra.

Parents and/or carers who are in receipt of some benefits, ie Universal Credit, income Support etc, may qualify for support from The Federation in meeting any extra charge. Other individual cases will be at the discretion of the Governors of the Finance Committee/Executive Headteacher.

Participation in an optional extra activity will be conditional on parental agreement and a willingness to meet the above charges.

Voluntary Contributions

The school may seek an annual voluntary contribution from parents/carers towards the cost of any activities throughout the academic year, provided that all the conditions below are met:

- It is made clear to parents/carers that any such activities cannot be provided without a voluntary contribution.
- It is made clear to parents/carers that if insufficient voluntary contributions are raised, an activity may be cancelled (i.e., it will not be run with a smaller group of pupils according to the contributions actually made).
- It is made clear to parents/carers that there is no obligation to make a voluntary contribution.
- No child will be excluded from an activity on the basis of whether or not a voluntary contribution was made by their parent/carer, or the size of such contribution.

The school will not pressurise parents/carers into making voluntary contributions, for example, by sending colour-coded letters as reminders. However, parents/carers will be asked to make a voluntary contribution on a termly basis to help cover the cost of enrichment activities. A £20 per annum voluntary contribution will also be requested from the parent/carers of children taking part in swimming lessons/activities.

At the Executive Headteacher's discretion, activities for which a voluntary contribution has been sought and insufficient contributions raised may either be cancelled, or have the shortfall funded from main school budget (with the reasoning for using the main school budget being documented and reported and to the Finance Committee) or the School Fund.

Liability for personal property

The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Executive Headteacher.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there can only be a charge for the element of the activity that falls outside the normal school day, and only then if that part of the activity is not part of the National Curriculum, a syllabus for a public examination, or religious education.

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Best Value Principle

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers. When writing to parents/carers the benefit and aims of the activity must be described, along with any risks associated.

Arrangements for monitoring and evaluation

The Finance Committee of the Governing Board reserves the right to call for a report if they so desire on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Information charges will be raised in line with the school's Publication Scheme on Information available under the Freedom of Information Act.

Chair of Finance Committee

Date

Share Your Light

John 10:10 "Life in all its fullness"