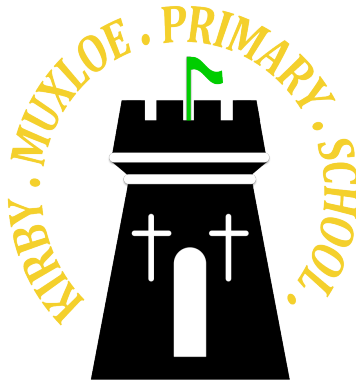


# Kirby Muxloe Primary School



## Charging Policy

Status: Statutory

Date adopted by governing body: December 2025

Date for review: 2026 – in line with changes to financial management handbook

## **CHARGING POLICY**

The charging and remissions policies adopted by the Trust Board ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act which identifies activities for which:

- **Charges will not be made for Education Provided Within Academy Hours**
- **Charges will be made for Music Tuition and Activities run by a Third Party**
- **Charges may be waived for Education Provided out of Academy Hours**

### **Voluntary contributions**

The Academy will seek voluntary contributions for any activity in order to benefit the Academy or support a Academy activity whether during or outside Academy hours, residential or non-residential and including inviting parents to pay for materials or ingredients where they wish to own the finished product. However, all requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. Such contributions will be genuinely voluntary.

There is no limit to the level of voluntary contributions which parents or others can make to Academy activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purpose specified in the request for them. They could, for example, be used to cover the cost of travel for accompanying teachers.

### **The Law says that:**

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because the parents are unable to pay
- If insufficient contributions are raised the trip or activity may have to be cancelled
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit

### **Education Provided Within Academy Hours**

Education provided by any Academy for its registered pupils should be free of charge if it takes place wholly or mainly during Academy hours, Academy hours being those hours when an Academy is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments (except non-class-based music tuition) or other equipment for use in connection with education provided during Academy hours.

### **Education Provided Out of Academy Hours**

Where education is provided out of Academy hours, charging is permitted, except where the education is provided:

- to fulfil any requirements specified in the syllabus for a prescribed public examination or
- specifically to fulfil statutory duties relating to the National Curriculum
- to fulfil duties relating to Religious Education

In these cases, the only charge that may be made is for board and lodging or for residential trips.

### **Music Tuition**

The main exception to the principle of free education, which the law allows is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes

place during Academy hours. Parental agreement must be obtained before a pupil is given that tuition.

### **Activities Run by a Third Party**

The Act permits an organisation other than the governing body to levy a charge directly on parents for activities organised in Academy hours by a non-Academy organisation.

### **Charging Policy**

If a charge is made for each pupil, it should not exceed the actual cost. If further funds are needed for additional costs e.g., to help hardship cases this must be by voluntary contributions or general fund raising.

### **Board and Lodging on Residential Visits**

Board & lodging on residential visits may be charged for whether or not the visit takes place within Academy time and whether or not the activity is provided to fulfil the requirements of

- the syllabus of a prescribed public examination; or
- of the National Curriculum; or
- to fulfil statutory duties relating to religious education

Charges for board and lodging must not exceed the actual cost to the pupil. They must not, for example, include any element representing a share of the costs of staff accompanying the visit. (This may, however, be covered by voluntary contributions.)

### **School Meals**

School meals are provided by and paid for directly to Dolce, an external provider. As such, the school incurs no potential for dinner money debt.

### **'Optional extra' Activities**

'Optional extra' activities are those which take place wholly or mainly outside Academy hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.

Participation will be on the basis of parental choice and a willingness to meet such charges as are made. Any charge made in respect of individual pupils may include an appropriate element for the following: a pupil's travel costs; a pupil's board and lodging; materials, books, instruments and other equipment; non-teaching staff costs; entrance fees to museums, theatres etc; insurance costs.

It should be noted that any charge for an 'optional extra' activity, as distinct from a request for a voluntary contribution, should not exceed the actual cost of providing that activity, divided equally by the number of pupils willing to participate. It may not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The costs of teaching staff involved in optional extra activities may only be passed on through charges if:

- they are engaged specifically by the trustees for the purpose of providing the activity
- they are employed by the trustees to provide instrumental music tuition; or

- they are teachers already employed by the trustees, who have been engaged on a separate contract for services to provide the optional extra

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as craft or food technology, must be budgeted for and borne by the Academy. Parents who are willing to contribute in cash or kind can however be encouraged to do so on a voluntary basis.

Pupils must not be treated differently according to whether or not materials are being provided by their parents. It should be recognised that much of the practical work in craft or food technology is of an investigative nature and will not necessarily result in a "finished product", however this is an essential part of the learning process.

### **Breakages and Fines**

There is nothing to prevent academies from asking parents to pay for the cost of replacing a broken window or defaced, damaged or lost textbook where this is the result of a pupil's behaviour. Parents cannot, however, be taken to court for this money.

Any change in policy requires the approval of the Trust Board.