

Mercia Primary Academy Trust



Charging and Remissions Policy

Status and Review

Date:	July 2026
Review Date:	September 2027
Signed by Director:	Garry Hirons
Date Signed:	08/07/2026

Charging and Remissions Policy

When pupils are accepted to join Mercia Primary Academy schools, their ability to pay plays no part in the admissions policy. Likewise, ability to pay or not for activities connected with school shall not lead to children and families being treated any differently.

Charging policy is in accordance with the Education Act, 1996 sections 449-462 and education regulations 1999.

Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (c) extra-curricular activities and school clubs, when provided by an outside agency.
- (d) Letting of the school premises or grounds (refer to Lettings Policy)
- (e) Extended school care activities such as breakfast club, after school clubs (charges made by provider)

Activities **necessary** to support the delivery of the national curriculum at school will be free.

Other activities **designed** to support the delivery of the national curriculum will be undertaken providing enough parents are willing to voluntary contribute towards the cost of the venture.

Voluntary Contributions

- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If 95% of the full cost cannot be met by voluntary contributions, then the trip may not take place. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provide this information on request.
- The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums;
 - sporting activities which require transport expenses;
 - visits to the theatre
 - school trips
 - musical events

Costs for 'optional extras' will be no more than the cost for the individual child plus a share in any costs of accompanying adults.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

The children whose parents receive either:

- Income Support
- income-based Jobseekers 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're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Universal Credit

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

A signed version of this document is available from the school office.

Version Control

Version	Date Approved	Changes	Reasons for Alterations
V1	21.01.2015	None	
V2	09.03.2016	Remission of charges	Changes to criteria for FSM
V3	24.5.17	None	
V4	27.06.2018	Addition of 'Universal Credit'	
V5	4/11/19	Individual schools changes to MPAT	
V6	01.10.2020	No changes	
V7	05.03.2021	Appendix of charges added	Clarity on how much individual items cost/priced
V8	23.03.2021	Added a range of different format	Accessibility
V9	07.12.2021	Moved to the new Trust template	Consistency
V10	July 2022	Removed late fees for breakfast club	We do not charge late fees for breakfast club
V11	November 2022	Changed break sale fees and added book bags to Appendix of Charges	Up to date with new prices
V12	December 2023	No changes	Accessibility
V13	July 2024	Changes to club prices	Up to date with new prices

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V14	June 2025	Changes to club prices	Up to date with new prices
V15	June 2026	Removal of miscellaneous items and updated eligibility of benefits list	Accessibility

Appendix of Charges

Break sales:

General breakfast items – 50p per item

School	Breakfast Club	After School Club (per hour)	Late Collection Fee (per hour)	Late Booking Fee
Lark Hall	£6	£5	£5 after 4:15pm £10 after 5:15pm	£5
Flax Hill	£5	£5	£5 after 4:15pm £10 after 5:15pm	£5
Lakeside	£5	£5	£5 after 4:15pm £10 after 5:15pm	£5