METHERINGHAM PRIMARY SCHOOL

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Policies, Procedures, Regulations and Guidance

Document Title:	Charges and Remissions Policy
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Approved by:	

Version Control Table *[To be updated as required]*

Version Number	Date Authorised	Summary of Key Changes
4		• Updated URL link to Good Lookin Cookin • Added a new Remissions and Financial Support section. • Expanded financial assistance eligibility to include all Pupil Premium pupils, including Free School Meals (FSM), Looked After Children (LAC) and Previously Looked After Children (PLAC).

		• Clarified arrangements for subsidising educational visits and residential trips. • Confirmed that FSM-related support may change if eligibility ceases. • Included provision for confidential applications and exceptional discretionary support. • Updated wording throughout to improve clarity and consistency.

Table of Contents

Introduction ***3***

Remissions and Financial Support ***3***

Lettings ***4***

School Visits and Educational Activities ***4***

Music Tuition ***4***

Residential Visits ***4***

Activities Outside School Hours ***5***

School Meals ***5***

Materials, Equipment and Textbooks ***5***

Damage or Loss of Property ***6***

Monitoring and Review ***6***

Introduction

The Governing Body of Metheringham Primary School recognises the valuable contribution that a wide range of activities, including educational visits, residential experiences, clubs and music tuition, can make towards pupils' personal and educational development.

The school aims to ensure that all pupils have access to a broad and balanced curriculum and that no child is disadvantaged through financial hardship. The Governors have therefore adopted the following Charging and Remissions Policy.

Any parent or carer who has trouble in meeting any school-related costs is encouraged to discuss the matter in confidence with the Headteacher at the earliest opportunity. The school will always seek to work sensitively with families and, where appropriate, agree a reasonable and affordable payment plan.

Remissions and Financial Support

Metheringham Primary School is committed to ensuring that financial circumstances do not prevent pupils from accessing educational opportunities.

The school may provide financial assistance towards the cost of educational visits, residential visits and other school activities for pupils who attract Pupil Premium funding, including:

- Pupils eligible for benefits-related Free School Meals (FSM);
- Looked After Children (LAC);
- Previously Looked After Children (PLAC), including children who have been adopted from care, are subject to a special guardianship order, or a child arrangements order.

Where funding is available, the school will normally subsidise part of the cost of a trip, visit or activity for eligible pupils. The level of support provided may vary depending on the nature of the activity, the funding available and the number of pupils requiring assistance.

For pupils whose eligibility is based on receipt of benefits-related Free School Meals, entitlement to financial assistance is linked to their Pupil Premium status. If family circumstances change and a pupil is no longer eligible for FSM-related Pupil Premium funding, parents and carers may be required to pay the full cost of future trips, visits and activities.

Eligibility for support for Looked After Children and Previously Looked After Children will continue in line with the pupil's status and the school's funding arrangements.

Applications for financial assistance will be considered confidentially by the Headteacher.

The Governing Body reserves the right to provide additional remissions or financial support in exceptional circumstances where it considers this to be appropriate and in the best interests of the pupil.

Lettings

The school premises may be hired with the consent of the Headteacher.

All lettings will be administered in accordance with Lincolnshire County Council's guidance on the use of educational premises. Charges will be applied in accordance with the relevant guidance, considering the nature of the letting, staffing requirements and associated costs.

Further details, including charges, terms and conditions, can be found in the school's Lettings Policy.

School Visits and Educational Activities

The school will endeavour to keep the cost of educational visits and activities to a minimum by applying best value principles when arranging transport, venues and providers.

Parents and carers may be asked to make a voluntary contribution towards the cost of visits and activities that take place during the school day. No pupil will be excluded from participation because their parent or carer is unwilling or unable to contribute.

However, where there are insufficient voluntary contributions to make an activity financially viable, the school reserves the right to cancel the visit or activity.

Financial support may be available in accordance with the Remissions and Financial Support section of this policy.

Music Tuition

Charges may be made for individual or small-group instrumental tuition organised through Lincolnshire Music Service.

Parents and carers are responsible for registering pupils and making payment directly through the Lincolnshire Music Service.

Concessions may be available through the provider for disadvantaged pupils, including those who are eligible for Free School Meals and children who are looked after or previously looked after. Families should contact Lincolnshire Music Service directly for details of any available assistance.

Residential Visits

The school may charge for the board and lodging element of residential visits.

Financial support may be available for pupils who are:

- Eligible for FSM Pupil Premium funding;
- Looked After Children;
- Previously Looked After Children.

Where school funding permits, eligible pupils may receive a reduction in the cost of a residential visit. The level of support will be determined by the Headteacher and Governors based on available funding and individual circumstances.

The Governing Body may also approve additional support in exceptional cases.

Activities Outside School Hours

Charges may be made for activities that take place outside normal school hours where additional staffing or external providers are required, for example:

- Breakfast Club;
- After-school clubs;
- Holiday activities;
- Specialist coaching or tuition.

The charge will reflect the cost of providing the activity. Any available remissions will be considered in accordance with the Remissions and Financial Support section of this policy.

School Meals

School meals should be ordered and paid for directly through Good Lookin Cookin's online ordering system by the published deadline.

Children who are entitled to benefits-related Free School Meals will receive their meals free of charge. Parents and carers are responsible for ensuring that eligibility has been confirmed through the appropriate application process.

Children in Reception, Year 1 and Year 2 are entitled to a free school lunch under the Universal Infant Free School Meals (UIFSM) scheme.

To minimise food waste, all meals, including those provided through FSM and UIFSM entitlement, must be ordered in advance through the supplier's online system. Meals will not be ordered automatically.

Materials, Equipment and Textbooks

Where parents or pupils wish to retain items produced during art, craft, design or technology activities, a charge may be made for the cost of materials used.

Curriculum-related textbooks are provided free of charge. However, optional revision guides, workbooks or additional resources may be made available for purchase.

Damage or Loss of Property

A charge may be made where school property has been deliberately damaged, lost or neglected.

This may include, but is not limited to:

- Buildings and premises;
- Furniture;
- Equipment;
- Books;
- Learning resources.

The charge will normally be the cost of repair or replacement, although the Headteacher may determine a reduced charge where appropriate.

Monitoring and Review

This policy will be reviewed annually by the Governing Body or sooner if required by changes in legislation, statutory guidance or local authority requirements.