Manchester Hospital School

Charging and Remissions Policy

Document Control	
Title	Charging and Remissions Policy
Policy Number	MHS016
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Purpose of the policy	Sets out a charging and remissions policy for the school.
Related policies/guidance	MCC Financial Regulations
Review	September 2026
Author	Danielle Clough
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Date adopted	**14th October 2025 - Full Governing Body**

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe . We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will , therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

Introduction

This policy has been formulated in accordance with DfE guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is

being prepared for at the school, or part of religious education;
● Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
● transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
● transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
● transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
● transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in information to parents which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Disadvantaged Students

The Governing Body is very aware of the impact disadvantage plays in the lives of students. It is committed to ensuring that no student is disadvantaged due to their family economic situation. The school will use its funds to ensure students have access to all school trips, events, resources including ICT, study opportunities and school uniform

Charges

The Governing Body will make a charge for the following:

(a) board and lodging on residential visits (not to exceed the costs)

(b) the proportionate costs for an individual child of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for:

(i)travel
(ii)materials and equipment
(iii)non-teaching staff costs
(iv)entrance fees
(v)insurance costs

(c)any other education, transport or examination fee unless charges are specifically prohibited

(d)breakages and replacements as a result of damages caused wilfully or negligently by pupils (e)extra-curricular activities and school clubs.

(f)examination entries where a pupil fails without good reason to attend or complete the requirements of a public examination

<u>Remissions</u>

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:

a) Income Support;

b) Income Based Jobseeker's Allowance;

c) Income- related Employment and Support Allowance

d) Support under Part VI of the Immigration and Asylum Act 1999

e) Pension Credit (Guarantee Credit)

f) Universal Credit- provided that the family's net earned income (as assessed by the Local Authority) does not exceed £7,400 per annum.

g) **Child Tax Credit,** provided the parent is **not** also entitled to Working Tax Credit and the annual gross income (as assessed by HMRC) does not exceed £16,190.

h) A **Working Tax Credit 'run-on'** payment for four weeks after employment ceases or working hours are reduced.

They will also be entitled to the remission of charges in respect of failure to attend or failure to complete public examinations.

<u>Voluntary Contributions</u>

Parents will be invited to make a voluntary contribution for the following:

a) Travel where school minibus is not used, e.g. coach hire, bus/train fare

b) Cost of entrance fee to museum/exhibition etc

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

A)that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

B)that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to cover the costs of travel and entrance charges.