The Mulberry Primary School

Learning & Achieving Together

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Charging and Remittance Policy

2025

Policy Status	*Non-Statutory*
Policy Originator	*The Mulberry Primary School*
Creation Date	*2015*
Adopted by Full Governing Body	*December 2025*
Last Review Date	*October 2025*
Next Review Date	*October 2026*

The Mulberry Primary School
Charging Policy

Basic Principles
No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities such as cooking enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Exception
There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Voluntary Contributions
Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

Residential Activities
Charges are made to cover board and lodging whilst on a residential trip. Parents are informed prior to booking and an expression of interest is asked for, if there is insufficient interest the trip cannot take place. Children of parents receiving Universal Tax Credit have the right to apply for a reduction in costs.

After School
Bubblegum (a private provider of play and childcare services) currently run a play service between 3.30pm and 6.00pm, on site. The charges for this are set by them and subsidies are available for families receiving Universal Tax Credit. After school clubs run by outside agencies may be subject to a fee. The Mulberry operates an After School Club, costings of £10 per day per child.

School meals
School meals are charged at the cost of £2.00 per day. The policy is that meals must be paid for a week in advance (see Write Off Policy for actions on debt). The cost of breakfast club is £1.50 per day, £5.00 for the week. Breakfast Club starts at 7.45am.

Breakages
In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher, in consultation with the Chair of the Governing Body, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

In case of financial difficulty parents should contact the Headteacher. The Governors will always endeavour to keep all costs to a minimum and will review this policy annually.