



BUCKINGHAMSHIRE COUNCIL

Charging and Remissions Policy Tylers Green Middle School



This policy was adopted: Autumn 2025

The policy is to be reviewed: Autumn 2026

The staff and governors of the school wish to provide the pupils with the best possible educational opportunities within the funds available. The law states that education during school hours is free of any compulsory charge. The staff and governors endorse this principle.

However, many valuable activities are dependent on additional financial contribution. Without financial support, the school would find it impossible to maintain the breadth of the educational programme provided. Therefore, in accordance with the requirements of the Education Act 1996 the governors have agreed the following:

- Educational day visits and activities are organised as part of the school's curriculum and require voluntary funding to cover the cost of items such as transport, admission fees, visitors and insurance.
- Voluntary contributions will be sought to cover the cost of day visits that take place during school hours or visits outside school hours that are part of the National Curriculum.
- The recommendation is for parents to pay via our cashless payment system Arbor. Only in certain circumstances will the office accept cash or cheque payments. School ties, handwriting pens, badges and swimming caps will still be accepted as cash payments and there is also a SumUp payment device available for card payments to purchase those items. SumUp transactions will incur a 20p fee for the user; unfortunately receipts cannot be issued by the school office for transactions made.
- Arbor charges a 1.53% transaction fee for their services. This fee will be included in the overall cost to parents. In the event of a trip cancellation, school may not be able to refund this fee to parents as Arbor will retain it.
- If a school trip is cancelled, school will endeavour to recover all monies paid to an external provider but deposits etc may be non refundable to parents from the provider. To the best of its abilities, school will always advise parents of this from the outset.
- Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place inside or outside school hours. A charge can be made for the cost of education and travel if it is largely during

school time and does not meet the requirements of the National Curriculum/public examination/religious education.

- A pupil will not be excluded from taking part in a visit because his /her parent/guardian is unable or unwilling to contribute. However, the Governors reserve the right not to proceed with any visit if insufficient voluntary contributions are received or numbers are not viable.
- An admin fee may be added to residential trips to reflect the additional staff costs required for these trips and to ensure the trip is viable to go ahead for all pupils.
- There will be flexibility allowed in the amount and timing of payments in cases of financial hardship. We will allow smaller monthly instalment payments when support is needed.

Parents who are in receipt of any of the benefits listed below may be entitled to an exception of some of the costs of the visit.

- Income Support
- Income-based (not contribution based) Job-Seekers Allowance
- The Guarantee element of the State Pension Credit.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Parents in the armed forces
- Children who have been eligible for FSM at any point in the last 6 years.
- Income related employment and support allowance OR Financially supported by NASS (National Asylum Support Service)
- Child Tax Credit, except if you meet any of the following criteria:
 - i. entitled to Working Tax Credit (regardless of income)
 - ii. have an annual income in excess of £16,190. (Please note that this figure changes in April each year)

Letters informing parents of school activities will include the above information.

OTHER CHARGES

- Charges are made when children receive instrumental tuition from visiting music teachers.
- Charges will be made for books or equipment that parents wish for their child to own.
- Charges will be made for extra-curricular clubs after or during school.
- Charges will be made for Bikeability Cycle Training and Hazard Alley where opportunities are offered

- Parents will be required to meet the cost of breakages and damages where this is the result of their child's misbehaviour.