

Charging and Remissions Policy 2025-26

1. Aims

Our schools aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts. and to section 2 of the Childcare Act 2016, sections 6, 7, 7A, 9A, 12 and 13 of the Childcare Act 2006 and section A1 of the Early Education and Childcare Statutory Guidance for Local Authorities 2025.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteacher

The Executive Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport provided in connection with an educational visit

6. Where charges can be made

Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. It is not intended to cover the cost of meals, other consumables, additional hours or additional services and therefore the school can charge for this extra.

6.1 Additional Hours

The school offers additional fee-paying hours which parents can purchase in addition to their free funded hours. Additional hours are optional and not a condition of accessing a funded place. Parental agreement is necessary for the provision of any additional hours that are to be charged for. The rates charged for additional hours will be equal to or below the hourly rate received for funded hours.

- Extended day services (breakfast club or after-school club)
- Additional hours not covered by 15 or 30 hour funded places (Friday Club or extra sessions)
- Deposit to be refunded at the end of the first month of attendance

Additional hours are charged at a monthly rate. To prevent parents receiving varied charges each month depending on the number of term time working days in each month, charges for the annual 38 weeks are divided into monthly payments.

6.2 Meals

The school does not offer a cooked meal service and parents are asked to provide a packed lunch if their child attends a full day session.

Charges are made for the following:

- Breakfast
- Lunch – where this has not been provided

Parents have the option to provide their own 'packed breakfast' if they prefer.

6.3 Snack

All children are offered a mid-morning healthy snack in line with dietary guidelines for their age. The cost of snack is subsidised, but parents are asked to contribute a donation to the cost of providing this service.

6.4 Consumables

The school will charge for the following consumables:

- Nappies
- Wipes

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible. Some activities for which the school may ask parents/carers for voluntary contributions include:

- School trips
- Sports activities
- Special events outside of the normal curriculum

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Additional charges

The school will charge for the following activities:

- The provision of childcare due to late collection
- Wilful damage to school property that is on loan to families including books and home learning packs
- Educational resources including book bags if parents choose for their child to own or keep their own bag at the end of the school year
- The provision of school uniform items if parents wish to purchase these

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents/carers will be informed of the charges for the coming year in July of each year.

Details of the charges for the academic year 2025-2026 are included in Appendix.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10. Monitoring arrangements

The Executive Headteacher monitors charges and remissions, and ensures these comply with this policy. The policy will be reviewed annually and approved by the full governing board.

Approved by the Governing Board 2nd July 2025

From September 2025

Fees are calculated weekly and are charged for 38 weeks for each academic year.
Fees are payable in advance and invoices will be issued mid-month for the following month.
Bank holidays and INSET days are deducted.
There is no refund if a child is absent from school including for sickness or holidays.

2 - 3 year olds	Monthly cost
Funded places – Terrific for Twos 15 hour place fully funded	£0
Funded places – Working families 30 hour place fully funded	£0
Additional hours – fee paying Additional 15 hours per week for parents not eligible for 30 hours funding Friday Club – 8.30am - 3.00pm	£425 £155

3 - 4 year olds	Monthly cost
Universal funded places for all children 15 hour place fully funded	£0
Funded places – Working families 30 hour place fully funded	£0
Additional hours – fee paying Additional 15 hours per week for parents not eligible for 30 hours funding Friday Club - 8.30am – 3.00pm	£358 £155

Breakfast Club	Monthly Cost
1 day per week	£8.50
2 days per week	£17.10
3 days per week	£25.60
4 days per week	£34.20
5 days per week	£42.75

Consumables	Monthly Cost
Snack 15 hour place 30 hour place	£4 £8
Consumables Personal hygiene costs: nappies, wipes	£4

Additional costs	Per Item Cost
Late Collection Additional childcare cost due to late collection	£5 per 15 min
Additional / one-off hours Additional or one-off hours at the discretion of the Headteacher 2 year olds 3-4 year olds	£8 per hour £10 per hour
Damaged or lost items Replacement library book Replacement book bag Home learning bag and contents	£5 £7 £25

Uniform	Per Item Cost
Polo-shirts	£7.00
T-shirts	£3.50
Sweatshirts	£9.75
Cardigans	£9.50
Fleece jackets	£12.50
Pre-loved uniform	Free of charge