Charging and Remissions Policy

Introduction

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.

Holbeach Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of educational visits, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for any statutory education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Voluntary contributions for activities as part of the Curriculum

The school seeks to organise a variety of Educational Visits and workshop activities which enrich the curriculum and educational experience and enjoyment of the children, over and above that possible through government funding.

At the beginning of each school year, the school invites parents to contribute to the cost of such activities by completing a "one payment, one contribution form" and donating **£30.00**. All contributions are voluntary but should be made in advance of the first activity taking place to ensure it is financially viable.

If a parent wishes their child to take part in an Educational Visit or memorable event but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the Educational Visit or activity as long as parent consent has been given.

If appropriate and funds allow the school (and/or Friends of Holbeach School) may decide to subsidise Educational Visits which it considers should take place even when voluntary contributions are insufficient to cover cost. Normally, however, where the voluntary contributions towards the cost of an Educational Visit are inadequate, it will be cancelled.

Parents have a right to know how each Educational Visit is funded. No parent will be asked to subsidise those who have not paid but may wish to do so by making a donation to the 'School Fund'.

Refunds

Refunds of these parental contributions will only be considered if a child is unable to go due to a genuine reason (i.e. sickness) or other exceptional circumstances. Applications for refunds should be made in writing to the Headteacher, who will consider each case on its individual merits. Parents are advised to consider taking out insurance to cover such cancellations.

2. Nursery

Holbeach Primary School has a nursery class that enables "part-time" and "full-time" places. To attend our nursery class children must be aged 3 or over. Each child, with a place, automatically receives 15 hours of nursery time each week which is usually offered over five 3-hour sessions (mornings or afternoons).

Working families who meet the government's criteria (more information at www.childcare-support.tax.service.gov.uk) are entitled to 30 free hours per week. The school's admin team work with families to assign the 30 hours, however, if a child attends every session in a week then this equates to more than 30 hours (33.75 hours) and therefore their family are charged **£23.20 per week** to cover the cost of the additional 3.75 hours.

Children in the nursery who stay for lunch are encouraged to be provided with a packed lunch from home. However, parents are able to order a school meal for their child should they wish. This would incur an additional charge of **£2.65** a day.

If there are sufficient spaces available, then a child who are only eligible for 15 free hours can be booked in for the additional hours to take them up to "full-time". These additional costs are charged at **£6.45 per additional hour** or **£119.95 for the whole week** (this incorporates the additional £23.20 as they go beyond 30 hours for the week).

All nursery payments must be paid at least two weeks in advance.

In order to support our families, the school has signed up to the Government's Tax-Free Childcare scheme to enable families to pay for the charges in the Nursery and benefit from Tax-Free Childcare.

Refund requests are considered on a case-by-case basis but are not payable if the Nursery is closed due to "No Service" (i.e. lack of utilities or strike actions).

3. School Dinners

Charges relating to "School Dinners" for children in the Nursery are shown above.

Children in Reception, Year 1 and Year 2 are automatically eligible for Universal Free School Meals. Therefore, the school does not need to charge parents/carers for any of the costs involved in this. The school receives a fixed amount per meal from the government to cover these costs. Parents/carers of children in these year groups reserve the right to choose whether their child has school lunches or a packed lunch from home. If they choose to provide a packed lunch there is no charge and no remission.

In previous years, the majority of parents/carers of children in Years 3, 4, 5 and 6 were required to pay for a school dinner (i.e. those not eligible for Free School Meals). The school would have charged these meals at £2.65 a day were this to be still the case**.** This charge is calculated on the cost of the meal and the cost of utilities. However, following an announcement from the Mayor of London, from September 2023 all state funded primary school children in London are entitled to a free school meal for the

academic year. This has been extended from September 2025 for another academic year.

Any staff/visitors/volunteers etc. who wish to take a school lunch will need to pay via a ParentPay account. The school currently charges **£3.75** a meal in these cases. The charge is reviewed every year as part of the review of this policy.

4. Music Tuition

All children study music as part of the normal school curriculum. As well as learning about music and from music, the children receive expert tuition in the following musical instruments:

- In Year 3, every child learns to play the Steel Pans
- In Year 4, every child learns to play the Ukulele
- In year 5 every child learns to play the Recorder

The school does not charge parents for any of these provisions.

The school does make a charge for individual or group music tuition (e.g. guitar, brass) if this is not part of the National Curriculum. This charge is paid directly to Lewisham Music Service which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We provide parents with information about additional music tuition at the start of each academic year.

5. Swimming

The school organises a two-week block of daily swimming lessons for (at least) one year group of children (Year 5). Lessons take place during school time and are part of the National Curriculum. These lessons are free of charge.

Where government grants and other contributions to school allow, a second two-week block of daily swimming lessons is arranged for a different year group (usually in Year 4). These lessons are also free of charge to parents/carers.

6. Optional Extra-Curricular Clubs

The school organises a range of Extra-Curricular Clubs which take place wholly or mainly outside school hours and are not part of the statutory duties relating to the National Curriculum or to Religious Education.

The school makes a charge for each of these clubs that is proportionate to the costs of running the clubs. This charge is **£5** per session **(£50 per term).**

The school uses governmental funds (e.g. pupil premium and school sports premium) to ensure that these Extra-Curricular Clubs can be accessed free of charge to any pupils who are eligible.

Occasionally, an Extra-Curricular Club (e.g. French) is arranged with a private provider where the charge is paid directly to the provider. We provide parents with information about these costs at the start of each academic Term.

7. Residential Visits (School Journey)

The school organises two annual residential visits, one for the children in year 5 (Wick Court Farm) and one for the children in Year 6 (Isle of Wight). The cost of this Residential

Visit includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The charges for such a visit consist of a 'voluntary' contribution for transport, entrance fees and a 'compulsory' contribution for board and lodging. Parents of children who are eligible for Pupil Premium may be able to claim a grant from the school for the cost of board and lodging but still make a 'voluntary' contribution towards the other costs of the school journey.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice.

This is stated clearly on letters and is dealt with discreetly and in confidence by the Headteacher. All parents will be given the option of a payment plan to spread the costs of the residential visit.

8. Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as Science, Design Technology or Art is budgeted for within the Curriculum Budget and borne by the school.

9. Damage to school property / Breakages & Fines

Parents/carers are asked to contribute towards replacing damaged or lost school property caused wilfully or negligently by their children or those whom they are responsible for.

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost text books
- Any item damaged as a result of unsatisfactory pupil behaviour

10. Special Needs

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently to any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage.

11. Late collection of children

Under the Education Act 1996 (S457) and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The governing body has decided that (except in emergency situations) where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent/carer. This charge will be increased each 15 minutes thereafter that the child is not collected.

The Charging Arrangements

Parents/Carers are expected to have made arrangements for their child(ren) to be collected at 3:20pm each day. In cases where a child is not collected within 15 minutes of the end of the school day (or after school activity) a charge of **£5.00** will be made to the parent/carer for the first 15 minutes of non-collection, and then **£10.00** for every 15 minutes (or part thereof) of non-collection thereafter.

The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection. The parent/carer will be issued with an invoice and expected to pay within a date set on the invoice. Failure to pay will lead to further action being taken.

The Headteacher has the discretion not to impose a charge where satisfied that the late collection is due to an emergency.

Should a parent fail to collect the child within one hour then the Headteacher will contact the local police or Lewisham Children's Services to notify them that a child has been left at the school.

Persistent Late Collection

If a family is persistently late in collecting a child then the Headteacher will consider taking further action that may include a referral to Lewisham's Children's Services

12. Lettings (see School Lettings Policy)

Some areas of the school premises are available for the use of external organisations, subject to them not being required for any organised activity within the school and consistent with the school ethos, and at the discretion of the Headteacher. A charge is made for lettings to at least cover the cost of providing the facilities. These charges are reviewed on a case-by-case basis by the Headteacher who then reports each letting to the governors.

13. Wrap Around Care (Extended Services)

As well as providing a rich and broad curriculum during the school day, Holbeach Primary School are able to offer children the opportunity to extend their time with us both before school and after. The Holbeach Breakfast Club and Holbeach After-school Clubs are run by the school staff on the school grounds. The Breakfast Club runs from 7:30am until 9:00am and the After School Club operates from 3:20pm until 6:00pm

From 2025 onwards, Holbeach Primary School has also been able to offer a short Summer Camp that operates from 8:00am until 5:00pm during a designated two-week period during in the Summer Holiday.

The charges for each of these Wrap Around Care Services are:

- **£6 per session** for the Breakfast Club
- **£13.00 per session** for the After School Club
- **£35 per day** for of the Summer Camp (**or £150 per week**)

It should be noted that the charging arrangements for late collection of children from After School Club and the Summer Camp are the same as the charging arrangements for late collection at the end of the school day (see above).

All charges are reviewed annually by the school leadership team as part of the review of this policy. The basis for calculating the charge will be proportionate for each participating pupil for snack, materials, books, equipment, entrance fees and insurance.

In an effort to support the families, the school has signed up to the Government's Tax-Free Childcare scheme to enable families to pay for the Wrap Around Care charges and benefit from Tax-Free Childcare.

14. Administrative Charges

Occasionally, a request is made for an administrative task outside of the school's legal requirements/obligations (e.g. Headteacher countersignature of passport applications and the production of letters for the Home Office or a solicitor). In their entirety, these requests take an average of 45 minutes for one of the Admin Team to complete (and the Headteacher to authorise). In light of this, the school will make a nominal charge of **£10** in each of these cases.

15. Remissions

We have set aside part of our Pupil Premium funding and our Sports Premium funding to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

All requests for remissions should be made in writing to the Headteacher who will consider each case on its individual merits. The appeals process for the Headteacher's decision is the school's Complaint Procedure.

Review
There will be an annual review of this policy and all the charges within it in the Autumn Term each year. This review is then ratified by the school's Governing Board.

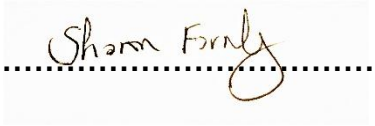
Once this ratification is confirmed the new charging amounts are shared with the parents and carers and implemented after the next school holiday (e.g. in the January).

APPENDIX 1 – Summary of charges (from January 2027 onwards)

Payment Item	Charge in 26-27
Extra-Curricular Clubs	£50.00 per term (equivalent to £5 per session)
After School Club	£13.00 per session
Breakfast Club	£6.00 per session
Summer Camp	£35 per day *or* £150 per week
Adult School Meals	£3.75 per meal
Nursery Charges (to cover the additional 3.75 hours in the week for pupils who are entitled to 30 hours free)	£23.20
Nursery Charges (additional time for pupils entitled to 15 hours free care)	£6.45 per hour £119.95 per week
Nursery Charges (cost of meal)	£2.65
Educational Visits (suggested contribution)	£30.00 per year
Administrative Charge	£10.00
Late Collection of Pupil (Charges)	£5.00 (for the first 15 minutes of non-collection) £10.00 (for every 15 minutes thereafter).

Charging and Remissions Policy

Chair of Governors: Sharon Farnley **(please print name)**

Signed:  .....

Headteacher: Tom Bulpitt **(please print name)**

Signed:  .....

Date of Policy: September 2026

Date of Review: September 2027