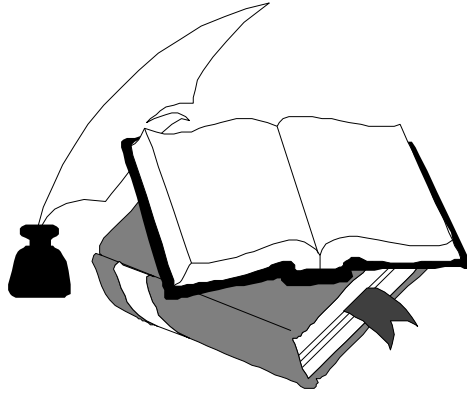


Alderman Payne Primary School



Charging and Remissions Policy

Date reviewed: **October 2025**

Next review: **October 2027**

ALDERMAN PAYNE PRIMARY SCHOOL - CHARGING AND REMISSIONS POLICY

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school;

- **Activities outside school hours**

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

- **Individual/Group Instrumental Tuition**

The cost of providing individual/group instrumental tuition the charge will not exceed the cost of provision.

- **Charging in Kind**

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils 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.

General

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

Remissions Policy

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will consider remitting part of the cost of board and lodging for any residential activity (classed as an optional extra when they take place outside of school hours) where school funds allow for this.

Wrap-around Care

School operates wrap around care provision from 8-8:45 and 3:15 – 5:30 which is in addition to the requirements of the standard school day. As such, there is a charge for this provision. Payments by parents are made using Arbor and where possible should be paid for in advance. After school care is bookable in advance and staffing is allocated according to bookings, therefore the payment for these is non-refundable.

Late collections have financial implications for the school. Therefore there is a charge for parents of £5 per child for every 5 minutes after 5:30. For example, a child collected at 5:38 would incur a £10 charge.

Where children are not booked into after school care, but the child is not collected at the end of the school day or activity, the protocol for non-collection is applied. However, after 15 minutes beyond the planned collection time, the school reserves the right to make use of wrap around care if appropriate and associated charges may be applied.