



## **Stanley St Andrew's Church of England Primary School**

### **Charging & Remissions Policy**

As a church school we believe that every person, every child, and every adult is unique and special with God given gifts and talents which is our job to nurture and cherish.

#### **Introduction**

It is our aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out our approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only our School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) sets out the law on charging for school activities in maintained schools. Parents/carers on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits or activities. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Please note that free school meals are not the same as the universal infant free school meals which all children in infant years (Reception up to year 2) are eligible for. Further guidance can be accessed at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

Under Section 27 (1) of the Education Act 2002 governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore, schools with available space are permitted to approve lettings in accordance with this policy. Due to the size of our school and limited space we do not provide lettings.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

The aim of this policy is to set out what charges will be levied by the school and the circumstances under which voluntary contributions will be requested from parents/carers.

## **Making Payments**

Parents/carers can make payments for all school charges using a number of different methods and these are set out in the School Handbook for Parents.

When a child joins our school, the school office will set an account up for one parent/carer using the online payment system Parent Pay and a password and log in instructions will be provided to that parent/carer. Any payments due will then be assigned to their child's account.

Although the simplest way to make payments is directly through Parent Pay, parents/carers can still choose to pay by cash or cheque directly to the school office should they prefer. We also accept payment for breakfast and after school club and after school activity clubs through childcare vouchers and the government's tax-free childcare scheme.

Parents/carers are expected to log in to their Parent Pay account regularly to ensure that any dinner payments are not in arrears and that any charges for clubs, trips and breakfast/after school club are as expected. If a parent/carer has a query regarding any charges these should be raised with the school office as soon as possible and within one calendar month of the date the charge was applied to ensure any errors can be investigated and, where necessary, rectified. It may not be possible to investigate any charges that are raised later than one calendar month after the charge was levied.

If parents/carers do not want to use Parent Pay, the school office can provide regular information on any balances and payments due.

## **Day visits within or mainly within school hours**

When organising school trips, visits or visitors into school which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of this visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat those children any differently from any others.

If a parent/carer wishes their child to take part in a school trip, visit or activity but is unwilling or unable to make a contribution, we do still allow the child to take part. Sometimes, the School will pay additional costs in order to support the visit. Parents/carers have the right to know how each trip, visit or activity is funded and School will provide this information on request.

## **Residential visits in school time**

If the School organises a residential visit in school time (or mainly school time) which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses..

To ensure all children are provided with the opportunity to participate on school visits, parents/carers experiencing financial difficulty are invited to speak with the headteacher in confidence.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There may be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers.

If we do offer individual or small-group music tuition parents/carers will be asked if they would like their child to participate and will at this point be advised of the charges.

### **Swimming Lessons**

The school do not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents/carers when these lessons take place and ask for written permission for the child to take part in lessons.

### **After School Activity Clubs Outside of School Hours**

Each term we run a number of different after school activities such as coding club, choir, ECO club and outdoor sports. There is a weekly charge for these clubs of £6 per session for one child, and £4 for each sibling. Pupil premium children can attend these activities for free as part of their free 10 hours of after school & breakfast club provision.

If a child misses a session, they will not be charged. However, as our after school activity clubs are very popular and often have a waiting list, we do ask parents/carers to ensure their child attends all sessions if they are able to, and to inform school if their child no longer wishes to take part in the club/activity. This will enable us to offer their place to another child on the waiting list.

Parents/carers may be asked to make a voluntary contribution towards the cost of resources where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the resources used and no profit will be made in these charges.

### **Breakfast and After School Club**

The school operates a Breakfast Club and After School Club each day. Breakfast Club is open from 7.30am to 8.45am and After School Club from 3.15pm to 6pm.

Charges for Breakfast Club and After School Club from 4 June 2024 are as follows:

Breakfast Club:	7.30am – 8.45am	£6 per session for one child (breakfast included). £4 per session for each sibling (breakfast included)
Early bird session	8:30am - 8:45am	£1 per session per child (breakfast not included).

Parents/carers will be charged for a whole breakfast club session if their child arrives before 8:30am regardless of whether they have breakfast.

After School Club:

3.15pm - 4.15pm	£6 per session for one child. £4 per session for each sibling
3.15pm – 5.15pm	£12 per session per child. £8 per session for each sibling
3.15pm – 6pm	£18 per session per child. £12 per session for each sibling

We also offer a 'late bird' short stay session from 3.15 – 3.30pm which is £1 per child. If you collect your child later than 3.30pm, the charging fees listed above will apply.

If your child joins the after school club at 4.15pm following an after school activity, the following charges for the after school club will apply:

4.15pm – 5.15pm	£6 per session per child. £4 per session for each sibling
4.15pm – 6pm	£12 per session per child. £8 per session for each sibling

Late collection fee: If your child is collected after 6pm: £6 for each child.

Late booking fee: We ask for as much notice as possible for bookings for the after school club. If you book your child in after 1pm on the day which care is required, there will be a £2 late booking fee levied for each child.

Timings for our breakfast and afterschool club are strict, and charges cannot be negotiated.

Charges for breakfast club and after school club will be levied on actual attendance times. If your child is booked in and does not attend, you will not be charged. Similarly, if your child attends for a shorter or longer duration than originally booked you will be charged for the actual session attended. This applies to both early drop offs and late collections.

Parents/carers are asked to sign their child out when they are collected, and the time of collection noted on the signing out register will be verified by the person who is collecting. Charges for after school club will then be based on the time when the child is signed out.

If you have arranged for the parent of another child to drop off your child for our early bird session at breakfast club and they drop off too early, or if you arrange for the parent of another child to collect your child from after school club and they are late, any charges will be levied to you.

### **Free sessions for Pupil Premium Children**

Children in receipt of pupil premium are entitled to ten hours of free breakfast/after school club sessions every school day throughout the school year. This can also be used for after school activity

clubs. For the purpose of these free sessions, breakfast club is classed as a one hour session. The school office will notify eligible parents of their entitlement in order to discuss their requirements.

### **Free Sessions for FOSS/Volunteers/Governors/Staff**

Parents/carers who are attending FOSS meetings, governor meetings and/or volunteering in school, as well as staff who are working in school between 7.30am and 8.45am and/or 3.15pm and 6pm, are able to access free use of the breakfast/after school club. Children should still be booked in to after school club as usual and the reason for the booking advised at the time in order to ensure a charge is not levied. If you plan to use the breakfast club, you should inform either the breakfast club leader or office staff to ensure that you are not charged for the session.

### **School Dinners**

All children in Reception, Year 1 and Year 2 are eligible for Universal Infant Free School Meals (UIFSM). Children in Years 3 to 6 who wish to have a school dinner will be charged the current rate of £3.25 per meal unless they are eligible for Free School Meals (FSM).

Information on eligibility for FSM and how to apply can be found here:

<https://www.derbyshire.gov.uk/education/schools/your-child-at-school/meals/school-meals/free-school-meals.aspx>

The school office can also advise parents/carers on eligibility for FSM and help parents/carers to complete an application if they think they may be eligible.

Children taking school dinners do not need to book a school meal in advance and do not have to take a school meal every day. Children are free to alternate between sandwiches and dinners as they wish. Class teachers take the dinner registers at the start of each day and children are asked whether they are having a school dinner or sandwiches. Dinners are then ordered, and charges applied to Parent Pay accounts based on their child's response.

Parents/carers are required to pay for any school dinners in advance and can keep up to date with their school dinner money balance through Parent Pay or by asking the school office. Parents/carers can make payments through Parent Pay or can send payments into the school office.

### **Lost School Equipment, Books and Resources**

Parents/carers will be expected to replace or purchase lost items of school property including any school equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

### **Breakages and Damage to School Buildings, Furniture or Property**

In cases of wilful damage to the school building, furniture or its equipment, the school's headteacher, in consultation with the Chair of the Governing Body, may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

## **Other Charges**

The headteacher or governing body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying, phone calls. Charges for requests made under the Freedom of Information Act are covered in the Freedom of Information Act Policy.

### **Failure to Pay & Outstanding Payments**

Failure to pay for dinners will mean that your child will need to bring in a packed lunch and legal proceedings may be taken to recover any debt.

Failure to pay for breakfast club, after school club and after school activity clubs may result in your child being unable to attend these provisions and legal proceedings may be taken to recover any debt.

As a small school, we operate an open-door policy at all times and parents/carers can come and talk to us in confidence about anything. The last thing we would want to do is place any additional pressure on families that may be experiencing financial difficulties so if you are struggling to make any school payments, we would encourage you to talk to us so we can try and help. It may be that you are eligible for free school meals, or for pupil premium, and if this is the case we can help with the cost of breakfast and after school club, school dinners, trips, uniform and shoes. Even if you are not eligible for pupil premium, there may be things we can put in place to help such as a payment plan for any arrears and any future payments.

Please see our Payment Policy for further information on how we seek to recover any outstanding payments for dinners and/or breakfast and/or after school club.

## **Equality**

The school is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

Linked Policies:

- Breakfast & After School Club Policy
- Payment Policy

## **Policy Review**

This policy is based on a model policy provided by Derbyshire County Council released in Sept 2019.

This policy was approved for use by the Governing Body on 29 September 2025.

This policy will be reviewed annually in accordance with our schools' policy delegation schedule.

We will review this policy earlier than the scheduled review date should there be any change in guidance or legislation related to this policy or should we feel that an earlier review is necessary. Any changes will be communicated to all stakeholders.