



**BEECHWOOD**  
Primary School

## **CHARGING AND REMISSIONS POLICY**

**September 2023  
Autumn Term**

Approved by: **Leadership & Management Committee**

Date:

Last reviewed on: **September 2023**

Next review due by: **September 2024**

# CHARGING AND REMISSIONS POLICY

## 1. Rationale:

The education we provide wholly or mainly during school hours will be free but on some occasions the school may request a 'voluntary' contribution towards the cost of an activity. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions

## 2. Objectives:

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

## 3. Principles:

- No charge will be made for admitting pupils to school.
- The school may request voluntary contributions towards the cost of some activities planned during school hours.
- Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours or towards school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against.
- When there are insufficient voluntary contributions to make an activity possible, it will be cancelled and refunds will be issued.
- On residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.
- Children whose parents are in receipt of free school lunch entitlement, may be, in some cases, be partly entitled to the remission of these charges. A similar entitlement will apply when the trip takes place outside school hours but where it is necessary either as part of the national curriculum or the syllabus for religious education.
- Where music tuition or singing tuition is not an essential part of the national curriculum, charges may be made.
- There will be a small charge of £1.50 for attendance at Breakfast Club **when paid on gateway in advance or £2.00 if paid on the day.** Pupils will be provided with cereal, a bagel and a drink for this cost.
- All after school clubs will be free to pupils regardless of their cost to the school.
- Tree House will be charged at charge of **£5 per session if paid in advance before 12.00pm on the day. A £10 ad hoc charge applies for bookings made after 12.00pm on the day it is required.**
- On some occasions, charges may be made for 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.

- For breakages or damage as a result of a student's inappropriate behaviour, or loss of school books, reading records, water bottles or equipment on loan to a student, including ipads in Key Stage Two, a charge may be made. Each incident will be dealt with on its own merit and at the discretion of the Headteacher.

#### **4. School Dinners:**

Children in receipt of free school meals or within Key Stage One will not be charged for their lunch at school. However, all other pupils will be charged a set fee of £2.30 for a lunch provided by school. It is encouraged that this is paid daily or weekly. Once a child owes for 5 school dinners, they will not be allowed to take any further dinners provided by the school until the outstanding debt has been settled. Parents/carers will be expected to provide their child with a packed lunch until debts have been cleared. If a child is sent without the outstanding money or food for that day, they will be provided with fruit, toast and a drink of milk and the parent informed via telephone.

#### **5. Nursery Fees:**

Nursery sessions where the child attends outside of their funded hours is chargeable. The following charges apply:

3 and 4 year olds - £12 per session

2 year olds - £13 for per session

Lunch Cover: £2.50 per day

Chargeable sessions are paid via the online system. Invoices are issued each month.

If a parent/carer has not paid and owes 5 sessions, their child will be unable to attend nursery sessions and lunch cover until the balance has been settled.

#### **6. Snack**

Parents/Carers can pay for snack in Nursery, Key Stage One and Two via the online app. In EYFS, Key Stage One and Key Stage Two, snack is charged at 50p per day for a drink and food item e.g. bagel. In Nursery it is charged at £1.50 per week.

If a child does not pay for snack, they can bring a snack from home or have a piece of free fruit that is available.

#### **7. Remissions**

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, or are in any other forms of financial hardship, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full towards optional activities. The Headteacher in consultation with the school business manager will make authorisation of remission.

#### **8. Outcomes:**

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the Local Authority and that it will meet the requirements of the law.

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

## CHARGING AND REMISSIONS POLICY

This policy was adopted at a meeting of the Leadership and Management Governor sub-committee, held on: \_\_\_\_\_

Date to be reviewed: **September 2024**

Signed:

Name of signatory :

S. Harper

J. Cargill

Role of signatory:

Headteacher

Chair of Governors