

Charging and Remissions Policy



Last reviewed : November 2025

Next Review : November 2026

Approved by : Governing Board

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered by the Head Teacher

1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary Contributions

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

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Parents and carers have a right to know how each trip is funded, and the school provides this information if requested.

2.3 REMISSIONS - Children whose parents are in receipt of one of the following support payments will in addition to being entitled to free school meals, will also be entitled to the 100% remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support,
- Income Based Job Seekers Allowance,
- Income Related Employment and Support Allowance,
- Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
 - The Guarantee element of State Pension Credit (from 30th April 2005)

- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit

2.4 Other remissions are at the discretion of the Head Teacher.

3 Universal Free School Meal & Dinner Money (Inc of Debt Recovery)

3.1 The school provides children in Reception, Years 1 and 2 with a free school meal. The money is within the school budget and the catering company invoice according to the amount of children having a free school meal. The money in the school budget is provided by the Government based on the number of meals served on two specific days during the academic year.

3.2 For children in Nursery, Year 3 and Year 4, parents are requested to pay for school meals through School money. If parents are in arrears, see the procedure document attached as Appendix 1. The principle is however that the school is able to raise an official invoice to parents who are in arrears.

4 Green Lea Nursery

4.1 There is no charge made to parents for the 15 NEF funded hours/30 extended hours where parents are eligible and 15 Think2 hours allocated by the local authority, the school will draw down the Government funding directly. Parents will be charged for sessions/hours over and above their free hours and for school lunches where applicable.

4.2 Current session charges for those children accessing additional sessions and school lunches are detailed in Appendix 2. These are payable in advance on the first of each month as detailed on the contract issued by the school. Payments are to be made by Arbor or via employer voucher schemes.

4.3 Where fees have not been paid a reminder phone call will be made by the office staff within 1 week of the missed payment date. If payment has not been received within two weeks of the payment date a letter from the Head Teacher will be sent to the parents informing them that if payment is not received within a further week they will be issued with notice that their place will be withdrawn with 1 weeks notice. If payment is not received within 5 days the letter will be issued withdrawing the place and an official invoice will be raised to recover the outstanding debt.

5 Lollipops

5.1 Current session charges for those children accessing before and after school sessions in Lollipops are detailed in Appendix 2. Sessions are logged and parents should pay the amount owing on Arbor for lollipops within one week of receiving an invoice. Payments are to be made by Arbor or via employer voucher schemes.

5.2 Where fees have not been paid a reminder phone call will be made by the office staff within 1 week of the missed payment date. If payment has not been received within two weeks of the payment date a letter from the Head Teacher will be sent to the parents informing them that if payment is not received within a further week they will be issued with notice that their place will be withdrawn with 1 weeks notice. If payment is not received within 5 days the letter will be issued withdrawing the place and an official invoice will be raised to recover the outstanding debt.

6 Residential visits

6.1 If the school organises a residential visit, then a fee is requested. The charges are set by the Outdoor Educational Centre and are fixed prices; this is to cover the cost of board and lodgings. There is also a charge for the transport between school and the centre. If we cannot raise sufficient funding through voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

6.2 REMISSIONS - Children whose parents are in receipt of one of the following support payments will in addition to being entitled free school meals they will also be entitled to the 100% remission of charges for board and lodging costs during residential school trips. The relevant support payments are the same as those outlined at 2.3

6.3 Other remissions are at the discretion of the head teacher.

7 Music tuition

7.1 All children study music as part of the normal school curriculum. We do not charge for this. Additional instrument lessons are currently offered and provided by Entrust music services, these take place during normal school hours and there is a charge for this. Charges are available to pay via Arbor and should be paid within 2 weeks of the charges becoming available to view and pay.

8 Outside agencies

8.1 The school offers other courses run by outside agencies, e.g. yoga and MultiSkills sessions after school. Qualified instructors, who are not members of the school staff, run and organise these sessions. There is a small charge for these sessions and costs are set out by the individual agency and are paid direct to themselves or in some cases via Arbor. Other service providers have their own charges and remissions policy.

9 Lettings

9.1 The school seeks to use its facilities to further develop links with the community. The school is able to let its school hall. The costs are decided by the Governing Body and reviewed annually.

The hall fee is £10 per hour

If lettings fall outside of normal school opening and closing times, an additional charge of £10 per booking may be made to cover the cost of staff time.

One off lettings will be subject to a £30 deposit, returnable if the area used is cleaned and tidied and left in the same condition as it was when entered.

For ongoing long-term lettings we will require a month notice to terminate the agreement.

The school ensures that all organisations have and follow their own Health and Safety policy alongside that of the schools health and safety lettings policy. The school also ensures that all organisations follow the schools ethos and do not promote extremism and radicalisation.

10 Monitoring and review

10.1 This policy is monitored by the governing body, and will be reviewed every year during the Autumn term.

Appendix 1

Procedure for parents who are in arrears over payment of the school dinners

Dinner money is reviewed on a regular basis. Where arrears are not cleared within 2 weeks or they amount to above £25.00 a letter will be issued to the parent requesting that they are settled within a week.

If no payment is received this is followed up with a phone call from the office staff to parents to request immediate payment. If payment is not received an official invoice will be raised to recover the outstanding debt.

Appendix 2

Nursery session charges - Lollipops charges

Nursery sessions are charged at £5.60 per hour. This does not include a school lunch. Parents are expected to provide nappy changing items as well. Unfortunately, we are unable to offer refunds for any missed sessions due to illness or holidays

Before School

£6.00 per session from 7:30am - start of school - breakfast included

£5.00 per session from 8.00am - start of school - breakfast included

£2.50 per session from 8.15am - start of school - drink and snack included

After School

£2.50 per session from end of school until 3.45pm

£5.00 per session from end of school until 4.30pm - drink and snack included

£9.50 per session from end of school until 5.45pm - light dinner included

£7.00 per session from 4.15pm until 5.45pm - light dinner included

Late collections after 5.45pm will incur a £15 charge per 15 minutes. There is a sibling discount of £1 per sibling.

You will be charged via Arbor for the sessions you have requested. Places cancelled with over 24 hours' notice will not be charged.

