



Charging, Letting and Remissions Policy

Date:	25 th September 2025
Review Date:	September 2026
Responsibility:	Headteacher
STATUTORY	Yes
Checked against Equality Policy	Yes

Agreed by Governors: Brendan Gibbs	Date: September 2025
Headteacher: Rebecca Mitchell	Date: September 2025

Enjoy

Persevere

Succeed

1. Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. Voluntary Contributions

- 2.1 In addition to the basic curriculum, each year group may identify activities or visits which enrich the curriculum and extend the educational experience of the children. In order for these to go ahead, voluntary contributions are requested from parents. Such activities may be cancelled if there is insufficient voluntary funding to cover the cost, but no pupil will be excluded from an activity by reason of inability to pay.

- 2.2 If a trip or activity goes ahead, it may include children whose parents have not paid any contribution; we do not treat these children differently from any others. Sometimes the school pays additional costs in order to support a visit. Parents have a right to know how a trip/activity is funded and such information is provided on request.

- 2.3 The following is a non-exhaustive list of examples of additional educational enrichment activities organised by the school, which require voluntary contributions from parents:

- Visits to museums
- Outdoor environmental activities
- Residential experiences
- Visits to the theatre
- Musical events
- Visiting organisations

- 2.4 The school aims to provide a list of expected visits/activities for each year group at the beginning of each school year. However, additional visits/activities may be organised throughout the year as opportunities arise.

- 2.5 School trip letters will be sent out at least 6 weeks before the trip to allow parents to pay the voluntary contribution. A paragraph will be included on all letters as follows:

As per the school's policy on charging and remission for school activities, parents cannot be charged for this visit. However, the school does ask for a voluntary contribution to cover these costs. Please note that if there are insufficient voluntary contributions to cover the full cost of the visit, then the school will have to cancel this trip.

Parents will also be reminded in regard to voluntary contributions several times before the payment deadline set in regard to school trips.

If parents are experiencing financial difficulty they are invited to write in confidence to, or make an appointment to see, the Headteacher. We use Pupil Premium funding to assist eligible families at the discretion of the Headteacher.

3. Music Tuition

- 3.1 All children study Music as part of the National Curriculum and we do not charge for this.
- 3.2 There is a charge for music tuition that is not part of the National Curriculum. Peripatetic music teachers visit the school for small group or individual lessons, for which there is a charge calculated annually and agreed annually by the Governing Body. The rate is set at £95 per term.
- 3.3 The school has a number of musical instruments and a contribution of £10 per term is requested for each instrument borrowed from the school. All money raised via this method will be used to replenish and repair the current stock of instruments.

4. Residential Visits

- 4.1 The children are offered the opportunity to take part in residential visits whilst in KS2. These trips are invaluable as they give the children an extended educational experience which helps them to develop greater self-confidence and awareness of others. Current residential trips include Minstead and PGL Marchants Hill.
- 4.2 Parents are expected to pay for the residential costs of such visits, and we expect parents to pay the full cost of board and lodgings expenses and we request voluntary contributions towards other costs, including transport.
- 4.3 Although the other costs, including transport, are requested as a voluntary contribution the school will be unable to cover these costs and so the full amount is required to be paid in order for a child to attend a residential visit. If the full amount is not paid by the deadline then the school retains the right to withdraw the child from the residential and there will be no refund of any funds already paid, as these will go towards covering the cancellation costs.
- 4.4 We operate a savings scheme so that parents can spread the cost of trips over a longer period. Please note that for those families with existing dinner money debts (over £15.00) or with any historic debts (relating to previous family dinner debts or residential trips), we will be unable to offer a payment plan option. Residential trip deposits are NON refundable. If parents are experiencing financial difficulty they are invited to write in confidence to, or make an appointment to see, the Headteacher. We use Pupil Premium funding to assist eligible families at the discretion of the Headteacher.

5. Optional Extras

Out of hour clubs are mostly run by outside providers and monies are paid directly to the provider. Active8Minds is our registered before and after school club provider who make a charge for the service based on individual requirements. For information on current costs please contact bookings@active8minds.co.uk.

6. Damage, Breakages and Loss of School Property

Parents may be asked to contribute towards replacing any lost or damage to school property (e.g. materials, books, furniture etc) caused wilfully or negligently by their child.

7. School Dinners

All payments for school lunches should be made on the day of order or in advance. The school does not operate a system of 'credit'. In order to prevent arrears of dinner money from accumulating to a point beyond Parents' means to settle (and to be mindful of our responsibility as a 'responsible lender'), we will only allow one week of arrears (£16.00 at current rate). After this time the debt must be paid in full or a packed lunch provided by Parents as no further lunches will be provided until full payment of the debt is received. If a packed lunch is not provided, we will only make available toast and fruit and this will be charged at 50 pence per instance. Once families have received a 'toast email' no further credit for school lunches will be provided. Free School Meals are available to all pupils in KS1 and to those pupils whose parents are in receipt of benefits. There is an online service, accessed through the School's website, where you can check your own eligibility for free school meals. If you require assistance the school office will be happy to help.

Dinner debt will be chased daily for those who order a meal on that day and weekly for accumulated debt to try and avoid excessive debt.

8 Debt Management

The school has no facility to carry debts. If debts are incurred, then the school has to use its budget to pay for them. This means that money, which should be spent on pupil's education, is used to pay for debts incurred by Parents not paying. Individuals or organisations that have previously defaulted on payments to the school will not be allowed further credit facilities. Where payments are regularly or consistently paid outside of the terms of supply, credit facilities will be withdrawn. Please note that this includes credit for school dinners and residential trip payments. The school will work closely with parents to resolve any arrears.

9 Lettings

School lettings will be managed by the Business Manager in line with the guidelines stated in the HCC Manual of Financial Practice and Procedure. The suggested lettings charges for community use of schools will also be taken from this manual-

10 Conditions for letting

- 10.1 Where the school is using a private service supplier (e.g. tennis, karate etc.) to run an after school club for our pupils, the letting fee can be negotiated by the school in order to reduce the costs to the children.
- 10.2 When EPSA are using the school for fundraising activities, *outside normal hours (before 7.30am and after 6pm)*, it is necessary to book as a letting to ensure that the insurance cover applies, even if no charge is being made.
- 10.3 All persons undertaking a letting must agree to the Conditions of Hire document and supply all relevant information requested on the attached Hire Checklist. The Hirer must adhere to the requirements of all school policies.

11 Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered in accordance with the School's Complaint Procedure.