

St Barnabas' CE Primary School & Nursery



Charging and Remissions Policy

“Serve with Hope and Encouragement to Learn and Love”

Date approved by the Governing Body: December 2025

To be reviewed by December 2026
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(unless there are any changes to the statutory requirements prior to this date)

Introduction

This policy is written in accordance with the DfE *Charging for School Activities* document, October 2014. All education provided during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Wherever possible, we provide additional activities (not part of the National Curriculum) at no cost, though in some instances this may not be possible.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment or transport provided in school hours to carry pupils between the school and an activity.

- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum, or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination, including re-sits, provided that a pupil has been prepared for it at the school.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services. Charges will not exceed actual cost.

- Educational or other activities provided wholly or mainly outside school hours, excluding activities which are part of the National Curriculum, part of a syllabus for prescribed public examination, which the pupil is being prepared for at school or which are part of religious education.
- Before and after school clubs run by the school.
- Board and lodgings on residential visits (subject to remission arrangements)
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

We will be charging a late collection fee to parents collecting their child late from school and after school clubs. This will be a charge of £5 for the first 15 minutes and then £10 per half hour. The parent/carer will be charged on the third occasion. They will receive a verbal warning the first time, a written warning the second time and then a charge.

Voluntary contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution.

Parents have a right to know how each trip is funded. The school provides this information on request.

School Meals

From September 2023, all primary school children are entitled to a free school meal. Parents whose children would previously have been entitled to a free school meal because the family is in receipt of certain benefits are requested to make an application to the local authority so that the school may receive additional Pupil Premium funding for these children.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education provided on the trip, although we make a charge to cover the costs of board and lodging. Parents who receive certain state benefits may be exempt from paying the full cost of board and lodging.

Music tuition

All children study music as part of the national 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.

We give parents information about available additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

Breakfast Club

We hold a breakfast club from 7.45am on school days. A small charge is made to cover the cost of supplying breakfast for children. No charge is made for additional activities pupils may participate in as part of Breakfast Club.

Current costs are £1.50 per child per day.

Lunchtime and After School clubs

Our lunchtime clubs are run by members of staff and are free of charge. We may need to make a small charge for materials or ingredients for specific clubs.

Some after school clubs are run by external facilitators as well as school staff and a small charge may be made for children to participate. Children who are looked after, who are eligible for Free School

Meals or whose family is experiencing financial hardship may apply for free after school provision. This is to be discussed with the Head of School who will make the discretionary decision about what support can be offered.

Extended school provision until 6pm is provided by a third party organisation – Junior Adventurer Group. Parents book and pay for these sessions directly with the company. Staffing is arranged by Junior Adventurer Group.

Remissions Policy:

There will be no charge for board and lodgings for pupils whose parents/guardians can prove that they are in receipt of the following benefits:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Charges for other 'chargeable activities' may also be fully or partially remitted.

Financial Hardship

We strive to ensure that all our pupils are able to participate in activities to enrich their experiences and develop their learning. In cases of financial hardship, parents should talk to the Head of school, in confidence, regarding school visits, trips, clubs or uniform.

Completion of Passport Forms, Driving Licences or letters

The school will make a charge of £10 per form/person (to be paid into School Fund) for the completion of forms to support applications for passports, driving licences or letters. Applicants should not ask school staff to complete forms unless relevant criteria are met.

Payment procedures

We aim to be a 'cashless school'. Payments for school items, such as school lunches, are paid electronically via our School Management Information System – Arbor. The school office can assist parents with Arbor login details.

Where cash is collected for items such as charity days (eg Children In Need), this is banked as soon as possible after collection.