Charges and Remissions Policy

Hempstalls Primary School

Approved by:	Local Governing Body	**Date:** October 2026
Last reviewed on:	16th September 2026	
Next review due by:	16th September 2027	

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 are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered in the majority by the head teacher but in some cases may be considered by both the Headteacher and Governing Body.

Definitions

- ***Community Facilities*** – activities which the governors do not feel is of direct educational benefit to children at the school
- ***Extended School Provision*** – provision of childcare outside the standard school day where it is optional as to whether the child attends
- ***External Lettings*** – letting to an organisation other than the school
- ***Remission*** – where a charge is not payable, either in full or in part

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

Charges

1. Approved Educational Visits During the School Day

Please refer to the voluntary contributions section at the end of this policy.

2. ParentPay Transactional Charges

ParentPay transactional charges will be taken into account by the school when the price of a trip is being calculated.

3. Board and Lodgings on Residential Visits

Charging
In the event of any residential visit being arranged by the school, parents will be asked to make a payment to cover the costs of the board and lodgings. The total money collected from each pupil will not exceed the total cost of the board and lodgings. The Governing Body will be responsible for the costs of any supply cover required.

Remissions
The Governing Body delegates to the Headteacher the discretion to support parents who suffer financial hardship. The amounts to be paid by the school and the parents are at the discretion of the Headteacher and the circumstances made known.

4. The Proportionate Costs for an individual Child for Activities Wholly or Mainly Outside School Hours

The Governing Body having decided that such activities are not part of the National Curriculum and as such parents are responsible for financing these activities.

5. Individual or group Tuition in the Playing of a Musical Instrument

The school subscribes to Staffordshire County Council Performing Arts for the delivery of music tuition and charges are made directly to the parents of children who sign up.

6. Parental Requests for Non-Standard Reports

Charging
The Governing Body will levy a charge for any request made by a parent for additional written evidence of a pupil's performance, aptitude and attainment other than that contained in the Annual Pupil Report / Record of Achievement. The charge will be determined by the Governing Body who will consider the time taken by the Headteacher and other teachers to provide the data. The current charge is £30.00.

Remission
There will be no remission, the Governing Body having decided that such an application is a voluntary act by parents who will have accepted such financial implications.

7. Breakages and Replacements as a Result of Damages Caused Wilfully or Negligently by Pupils

Charging
Children and their parents will be expected to make good any damage caused by wilfulness or neglect. Each incident will be considered individually and the Headteacher will determine the cost of the damage caused. The cost and age of the item will be considered to determine the charge to be invoiced to replace / repair the damaged item.

Remission
There will be no remission, the Governing Body having decided that such incidents should have a financial implication to deter any repeat incidents.

8. Extra-Curricular Activities and School Clubs

Charging
Charges will be made for an extra-curricular activity or school club when an external provider delivers the activity before or after the school day and the school is charged for the service.

Remission
The school will not charge if specific funding has been received to provide and extra curricular activity or school club.

9. Letting of the School Premises or Grounds

The Governing Body regards the school premises and grounds as a community asset and encourages their use. The school's delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by the community or commercial organisations. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be re-imbursed to the school's budget.

The Governing Body have an in depth Lettings Policy which is available from the school office.

Charging

KS1 Hall / KS2 Hall	-	£12 per hour (excluding VAT)
Swimming Pool	-	£50 per hour (excluding VAT)
Classroom	-	£7 per hour (excluding VAT)

Remission

There will be no remission. The school budget cannot under any circumstances be used to subsidise any lettings.

10. Extended School Care Activities (Before & After School Care Club & Wrap Around Nursery Provision)

The Governing Body provides a Before & After School Care Club, a Holiday Care Club and a Wrap Around Care service. Charges for these services are determined by the Governing Body. All money received is banked in the 92 budget line and is not part of the school's main budget. Salaries and resources for these services are paid for from the payments made by parents for the services provided.

Charging for Attendance

Event	Charge
Nursery Wraparound Session (11:45-14:45)	£17.50
Before School Club 7:30am – 8:15am including breakfast	£5
Before School Club 7:30am – 8:15am including breakfast (EYFS children)	£5.25
Before School Club 7:30am – 8:15am including breakfast (sibling discount)	£4.50
After School Club 3:15pm – 4:30pm inc fruit & a drink	£7
After School Club 3:15pm – 4:30pm inc fruit & a drink (EYFS children)	£8
After School Club 3:15pm – 4:30pm inc fruit, drink & snack (sibling discount)	£5.25
After School Club 3:15pm – 5:30pm inc fruit & a drink	£10
After School Club 3:15pm – 5:30pm inc fruit & a drink (EYFS children)	£11
After School Club 3:15pm – 5:30pm inc fruit, drink & snack (sibling discount)	£7.50

Charging for Non-Attendance

Event	Charge
Contracted Wrap Around Care Session (except for when a child is absent from school due to illness that requires admission into hospital)	£17.50
Before & After School Club Session (except for when a child is absent from school due to illness that requires admission into hospital)	£0 - Arbor charges based on attendance

Charging for Non-Bookers

Event	Charge

Before & After School Club Session (for circumstances where a child is not booked into care club prior to the session cut-off time of 12pm same-day)	£10 penalty charge + session cost

Charging for Late Collection

Event	Charge
Before & After School Club Session (for circumstances where a child is collected late from their booked session – 5 minute flexible period) E.g child A is booked until 16:30 and collected at 16:35 will not be charged a penalty. Child B is booked until 16:30 and collected at 17:00 will be charged a penalty.	£10 penalty charge + session cost

Remission

Governors consider the Wrap Around Care, Before & After School Care Club as optional and the full cost is expected to be borne by the parent. If a specific request is made by a parent the request will be considered by the Headteacher who will determine if the parent should pay in full, pay half of the charge or in extreme circumstances and for a limited period of time receive free provision Any amount not paid by the parent will be funded by the 92 budget heading.

10. Charges for Material or ingredients where Pupils wish to have the Finished Product

There will be no charge for any finished product made in school.

Voluntary Contribution

Hempstalls encourages teaching and learning to extend beyond the classroom. Parents will be invited to make a voluntary contribution for the following:

- educational visits which take place during school time
- visits to school by themed artists, eg Tudor Majesty, Florence Nightingale

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay

- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to

other pupils but must be funded through the delegated budget, school fund or other fundraising.

The Governing Body delegates to the Headteacher the discretion to support parents who suffer financial hardship. The amounts to be paid by the school and the parents are at the discretion of the Headteacher and the circumstances made known. The responsibility for determining the level of voluntary contribution is delegated to the head teacher.