

Skirlaugh CE Primary School

“Whatever you do, work at it with all your heart”

Be Brave ~ Be Kind ~ Be Your Best



Charging & Remissions Policy

Approved by Governors	Summer 2026
Last Renewal Date	Summer 2026
Next Renewal Date	Summer 2029

1. Christian Vision and Ethos

At Skirlaugh CE Primary school, we are committed to ensuring that all children have access to a broad, balanced and enriching curriculum, alongside wider opportunities that support personal development and wellbeing. Guided by our Christian vision, “*Whatever you do, work at it with all your heart*” (Colossians 3:23), we encourage all members of our school community to *Be Brave, Be Kind, Be Your Best* in all that they do.

This policy has been developed in accordance with the provisions of the Education Act 1996 and current Department for Education guidance on charging for school activities.

The Governing Board recognises the valuable contribution that educational visits, residential experiences, music tuition and extra-curricular opportunities make towards pupils’ education and development. The Governing Board aims to promote equality of opportunity and to ensure that no child is excluded from an activity because of financial hardship.

2. Aims

In conformity with the requirements of the Education Reform Act, 1996, this policy aims to:

- Ensure compliance with the above act
- Establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child’s access to the curriculum is limited by charges

This policy sets out:

- Activities for which charges may be made
- Activities for which charges will not be made
- Circumstances in which voluntary contributions may be requested
- The support available through remissions or reductions in charges
- Arrangements relating to nursery and wraparound provision

3. Education during school hours

The Governing Board recognises that all children should have equal access to the education and opportunities provided by the school, regardless of financial circumstances. In line with current legislation and Department for Education guidance, no charge will be made for education provided wholly or mainly during school hours.

This includes teaching and learning activities that form part of the National Curriculum, Religious Education, and any materials, books, instruments or equipment required for pupils to participate fully in lessons. The school will also meet the cost of statutory assessments for which pupils have been prepared by the school.

At times, the school may invite parents and carers to make voluntary contributions towards enriching activities and experiences that enhance the curriculum. However, these contributions are entirely voluntary, and no child will ever be excluded from participation because a contribution has not been made.

4. Voluntary contributions

The Governing Board recognises the value that additional activities and experiences bring to children's education and personal development. Educational visits, visiting speakers, workshops, performances and enrichment opportunities can enhance the curriculum, broaden pupils' experiences and support their spiritual, moral, social and cultural development.

In order to provide these opportunities, the school may from time to time invite parents and carers to make voluntary contributions towards the cost of specific activities or events. Charges may also be made for optional extra activities that take place wholly or mainly outside school hours and are not part of the National Curriculum or Religious Education. Such contributions may be requested for:

- Educational visits and visitors to school
- Curriculum enrichment activities
- Sporting events and competitions
- Transport associated with educational activities
- Special projects, themed days or celebrations
- Additional resources that enhance pupils' learning experiences

Any request for contributions will make it clear that:

- Contributions are entirely voluntary
- Parents/carers are under no obligation to contribute
- No child will be treated differently or excluded from an activity because a contribution has not been made

The school is committed to ensuring equality of access for all pupils and will always seek to maintain inclusion and participation wherever possible.

However, where there is insufficient financial support to make an activity viable, the school reserves the right to cancel the activity. Parents/carers will be informed at the earliest opportunity should this become necessary and any contributions made will be refunded.

5. Educational Visits and Residential

The Governing Board recognises the important role that educational visits and residential experiences play in enriching the curriculum and supporting pupils' personal development. These opportunities help children to develop independence, resilience, confidence and teamwork, while bringing learning to life beyond the classroom.

Day visits

In line with Department for Education guidance, the school will not make compulsory charges for educational visits that take place mainly during school hours. However, parents and carers may be asked to make a voluntary contribution towards the cost of:

- Transport
- Entrance fees
- Workshops and activities
- Additional staffing or resources linked to the visit

The school will endeavour to subsidise educational visits wherever possible through the school budget and support from the PTFA, in order to keep costs manageable for families and maximise participation opportunities for pupils.

While contributions are voluntary, educational visits can only proceed where sufficient funding is available. If inadequate contributions are received, the Headteacher reserves the right to cancel the visit.

No child will be excluded from participation because of an inability or unwillingness to contribute financially. Parents and carers will be required to provide consent for their child to attend all educational visits.

Residential Visits

Residential visits provide valuable opportunities for pupils to develop confidence, independence and social skills, while supporting wider educational and personal growth.

For residential visits that take place partly or wholly during school hours, the school will make a compulsory charge for the board and lodging element of the visit, as permitted under current legislation. Voluntary contributions will be requested for the remaining costs of the visit, including transport, activities and staffing.

Should insufficient contributions be received to make the visit financially viable, the Headteacher reserves the right to cancel the residential visit. In such circumstances, all monies paid by parents/carers will be refunded in full.

Children eligible for Pupil Premium will receive a 25% reduction in the overall cost of the residential visit.

A place on a residential visit will only be confirmed once parental consent has been received and any required deposit has been paid. Deposits are non-refundable unless the visit is cancelled by the school, in which case all monies paid will be refunded in full.

Cancellations and Refunds

If the school cancels a trip or visit due to insufficient voluntary contributions or other exceptional circumstances, all monies paid by parents/carers will be refunded in full.

Where a pupil is unable to attend:

- No refund will be issued if a child is ill on the day of a day visit
- A partial refund of 50% will be issued if a child is ill during a residential visit
- No refund will be given where a child chooses not to attend after booking arrangements have been confirmed

The school will always seek to act reasonably and compassionately when applying this section of the policy, taking individual circumstances into consideration where appropriate.

6. Nursery

The school is proud to offer a nurturing and inclusive nursery provision that supports children in developing confidence, curiosity and independence in their earliest years of education.

Nursery sessions operate as follows:

- Morning session: 9:00am – 12:00pm
- Afternoon session: 12:00pm – 3:00pm

Parents and carers are able to choose the days and sessions that their child attends.

The school accepts funded early education entitlement (FEE) places for eligible children between 15 and 30 hours, in line with current government funding arrangements.

Additional charges will also apply for:

- Extended school day (from 3:00pm - 3:30pm)
- Wraparound care provision
- Any hours attended beyond funded entitlement

No charge will be made for the funded entitlement hours themselves. All additional nursery-related charges will be invoiced monthly in arrears and must be paid in accordance with the school's published payment terms. Parents/carers will receive clear information regarding fees, invoicing arrangements and payment expectations at the point of admission.

7. Wraparound Care (Breakfast and After School Club)

The school is committed to supporting families by providing a safe, caring and welcoming wraparound care provision for children from Nursery through to Year 6. Our wraparound offer aims to provide high-quality childcare in a familiar environment.

Breakfast Club

Breakfast Club operates daily from 7:30am until 8:45am at a cost of £5.50 per session.

Children attending Breakfast Club will be provided with a calm and supervised start to the school day, including access to breakfast and a range of suitable activities.

After School Club

After School Club operates daily from 3:30pm until 5:30pm at a cost of £7.00 per session.

The provision includes supervised activities, opportunities for play and social interaction, and a light meal.

Availability and Capacity

Wraparound care is available to all children from Nursery to Year 6. Due to staffing ratios and space limitations within the Early Years provision, places for Nursery-aged children are limited to a maximum of 8 children per session.

Places are allocated on a first-come, first-served basis.

Bookings and Payments

All sessions must be booked and paid for in advance using Compass.

Booking deadlines are as follows:

- After School Club: bookings must be made by 2:00pm on the day of attendance
- Breakfast Club: bookings must be made by 2:00pm on the previous day

The school may be unable to accommodate late bookings unless exceptional circumstances apply.

Charges for wraparound provision are made in order to cover:

- Staffing and supervision costs
- Food and refreshments
- Resources, activities and equipment
- Operational and administrative costs associated with running the provision

Refunds and Illness

In the event of pupil illness, refunds for booked sessions may be credited via Compass at the discretion of the school.

No refunds will ordinarily be issued for non-attendance for reasons other than illness unless agreed in exceptional circumstances.

Discounts and Childcare Vouchers

The school recognises the financial pressures faced by families and therefore offers a sibling discount for larger families. Where more than two children attend wraparound provision, families will receive one free child place for every two paid places.

The school also accepts government childcare vouchers and tax-free childcare payments. Parents/carers wishing to use these payment methods should contact the School Business Manager, who will provide guidance on the process and registration requirements.

8. Music Tuition

Charges may be made for individual or small-group instrumental or vocal tuition provided at the request of parents/carers. This is organised and paid directly to the School's Music Service. No charge will be made for music tuition that forms part of the national curriculum.

9. School Meals

The school provides freshly prepared school meals each day at a cost of £2.75 for pupils who are not entitled to Universal Infant Free School Meals or benefits-related Free School Meals.

Meals are ordered on the day by the children through the register. Parents and carers are responsible for ensuring that meal accounts remain in credit where payment is required. Once a child's account reaches a debt of £60, parents will be contacted to ask for this to be cleared before any future meals can be ordered.

The price of school meals will be reviewed annually by the Governing Board in line with the Local Authority's recommendations.

10. Private Photocopying

The following charges are made for private photocopying:

- A4 black and white – 10p per sheet
- A4 colour – 20p per sheet
- A3 black and white 15p per sheet
- A3 colour – 25p per sheet

11. Remissions and Financial Support

The Governing Board is committed to ensuring that no child is unable to access opportunities due to financial hardship. The school will work sensitively with families to support participation in school life wherever possible.

In line with Department for Education guidance:

- No compulsory charge will be made for educational visits taking place mainly during school hours
- No child will be excluded from a day visit because a voluntary contribution has not been made
- Educational visits may be subsidised through the school budget and PTFA fundraising where possible
- Charges for board and lodging on residential visits will be remitted for pupils entitled to benefits-related Free School Meals, where required by legislation

In addition:

- Children eligible for Pupil Premium funding will receive a 25% reduction in the overall cost of residential visits
- Flexible payment arrangements may be agreed for residential visits
- Families with more than two children attending wraparound provision will receive one free child place for every two paid places
- The school accepts childcare vouchers and tax-free childcare payments for wraparound provision and nursery fees

Families experiencing financial difficulty are encouraged to contact the Headteacher or School Business Manager confidentially to discuss available support.

12. Monitoring and Review

The Governing Board will review this policy at least every three years or in response to changes in legislation or guidance. The Headteacher will monitor the implementation of the policy to ensure it reflects the school's commitment to fairness, inclusion and the wellbeing of all members of the school community.

In living out our vision and values, we seek to ensure that every child can participate fully in the opportunities school life provides, encouraging each individual to *Be Brave, Be Kind, Be Your Best* as they learn and grow together.