Charging & Remissions Policy

Policy Originator	Ferry Lane Primary School
Governor Responsible	Catherine Nicholls
Ratified on	28.09.26
Review period	Annual- Autumn '27

Policy Origin	**Ferry Lane Primary**
Changes since last version	**No Changes**

Charging and Remissions Policy

STATUS – STATUTORY

PURPOSE

The purpose of the Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: Reception, Key Stage 1 & Key Stage 2

The Policy has been informed by *A Guide to the Law for School Governors.*

ROLE AND RESPONSIBILITIES OF HEADTEACHER, OTHER STAFF AND GOVERNORS

The Head teacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials and equipment. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. If the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we might make a charge on some occasions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. cost of transport for visits, cost of visit entry. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

If not enough voluntary contributions are received to make the activity possible, and there is no other way to get funds, then the activity may be cancelled.

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head Teacher to agree to their child being absent for that event.

Optional activities outside of the school day

We may charge for optional extra activities provided outside of the school day, for example, hosted by organisations that are not part of the school.

Residential

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

This is in addition to having a free school lunch entitlement.

Calculation of charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through the School Fund.

Parents who could qualify for support are those who are in receipt of any appropriate State Benefit.

The principles of best value will be applied when planning activities that incur costs to the school and/charges to parents.

Arrangements for monitoring and evaluation

The Resources Committee of the Governing Body will monitor the impact of this Policy by receiving, at the meeting, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Policy Review

This Policy will be reviewed annually or as county/national guidelines change.

Clubs

Breakfast clubs run by other permanent members of Ferry Lane Primary School staff will cost £2.00 per child, per session (8.00 – 8.50am) unless the child is eligible for free school meals, in which case the club would be absolutely free!

After school clubs run until 4.30pm and currently cost £4 per session per child and £1.00 for children eligible for free school meals. All payments for after school club are made via Parentmail.

All clubs are to be paid for in advance in half termly blocks. If a child misses a session there will be no reimbursement for the cost of the session.

If a child is initially enrolled in a club but the parent/carer decides to remove the child from enrollment for the remainder of the half term, the cost of sessions from the date of disenrollment will be reimbursed.

Play club runs from 4.30-5.45pm (£8)

Arrangements for payment for clubs can be made with the school office.

Lunches

For the 2025-26 academic year, school meals will be free for all children.

We still encourage our families to sign up to check if they are eligible for Free School Meal status as this also brings additional benefits such as discounted clubs and school trips.

Uniform

- Sweatshirt £10.75
- Cardigan £11.75
- PE T Shirt £5.50
- Full PE Kit £13.00
- Book bag £6.45

All payments for uniform are made via Parentmail.

Late Charges

In the event of a child being left at the school and not collected after the agreed end of the day time by their parents/carers the office and staff will endeavour to contact the child's first and second point of contact in the first instance. The school will have no choice but to impose a charge from which the point the school day ends for any given child, whether it's:

- 12pm for children attending the Nursery for the morning session only
- 3.30pm for all other children not attending an after school club
- 4.30pm for children attending an after school club

If a child is not collected **within 10 minutes after the agreed collection time** as stated above, a £10 charge will be imposed.

If a parent carer is **persistently more than 5 minutes late, which is defined a three occasions within a term**, a £10 fee will be imposed.

If a parent/carer is **more than 30 minutes late after the agreed collection time** then this fee will rise to £50**.**

All charges are to be paid on Parentmail within 72 hours from the date which they are incurred.