



Charging and Remissions Policy

Adopted Date: **11/11/2025**

Review Date: **11/11/2026**

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



1. INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional, optional activities.

2. CHARGES

(If a child has registered for benefits related Pupil Premium, please see Remissions below for guidance on payment).

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Within school hours

School Trips

Each year group may organise trips/activities for which a charge can be requested.

Trips are subject to sufficient voluntary contributions being received.

Residential activities deemed to take place within school hours, including:

- Y6 Residential to Kingswood Activity Centre 4 nights
- Y5 & 6 School Camp 1 night

Instrumental Music Tuition

The Governing Body has the right to make a charge to parents for all or part of the cost of providing any music tuition. The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

Materials, Instruments etc.

The cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary are optional.

Please note it remains the parent's responsibility to supply school uniform including P.E. kit.

The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products (including food technology) and Art.

Damage to or loss of school property

The Governing Body may charge for the cost of repair or replacement, for example, for broken windows or lost/damaged school books.

Other charges

The Governing Body reserves the right to charge for:

- Administrative costs incurred collecting charges/debts from parent/carers etc. with a minimum charge of £5. There will also be a charge of £5 for any cheques returned by the bank unpaid or



- unpaid Arbor payments
- Providing services to former students and members of the public for which the school is not specifically funded (e.g. writing references)
- Late collection of pupils from Extended School Services at £10 per 15 minutes

The Governing Body will charge for:

- The hire of the school premises and equipment
- Photocopying and postage charges incurred in providing information requested under the Freedom of Information and Data Protection Act.

Activities outside school hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

- Recreational activities organised by the school e.g. discos
- Evening visits to theatre and other performances
- Sporting events
- After-school and holiday clubs provided by the school or other providers
- Tuition by independent providers

3. REMISSIONS

All pupils in years Reception, 1 and 2 are entitled to a free school meal under the Government's Universal Free School Meal scheme (UFSM).

Parents/carers are strongly encouraged to apply for benefit related free school meals if they meet the criteria even if they are entitled to UFSM. Further details are available via this link:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals>

All children registered for benefit related Pupil Premium:

- The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.
- The Governing Body will also cover the cost of trips that take place during the school day

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body invite parents to apply in confidence for the remission of charges in part or in full. Authorisation will be made by the Headteacher in consultation with the Chair of Governors. The school can also point parents towards local charities who may be able to assist with funding

4. GENERAL FRAMEWORK

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

If a payment has been made for any activity or residential trip and the pupil is subsequently withdrawn due to behavioural issues, this payment will not be refunded if there will be a loss to the school.



Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

5. CHARGES & REFUNDS

The Governing Body reserves the right to make a charge in the circumstances for childcare as follows:

Hedgehog Nursery

Every child is automatically eligible for 15 hours of universal funding from the term after their 3rd birthday. There is no need for parents to apply for this, you will automatically receive it.

Some working families that meet a set of criteria set out by the Government, may also be entitled to a further 15 extended hours of funding, 30 hours in total.

Please note that it is a parents' responsibility to check their own eligibility for 30 hours funding, you will not receive this automatically. Please apply by visiting <https://www.gov.uk/30-hours-free-childcare>

Please refer to our Nursery admissions policy for advice on when to apply.

Eligible families must provide the school with their eligibility code when asked for it. This will allow us to claim the additional funding for your child. If an eligible code is not provided by the deadline, all sessions not within the universal 15 hours of funding will become fully chargeable.

Funded sessions can be claimed between 8.30am–3.30pm daily during term time.

Lunch time supervision between 11.30 -12.30pm is charged as follows

- School Meal (without using funding entitlement) -£7.50
- Packed Lunch (without using funding entitlement) - £5.40
- School Meal (using funding entitlement) - £2.60

Additional paid sessions will only be offered to families after all eligible 3- and 4-year olds have been offered their funded sessions. A chargeable morning or afternoon session is £17.50.

At the start of each school term, children who were attending Hedgehogs Nursery in the previous term will be offered the opportunity to increase or decrease sessions for the forthcoming term. We will aim to accommodate these changes providing that there is sufficient space and adequate staffing.

Changes to Nursery sessions will only be accepted termly, prior to the start of every new term.

We do ask for a voluntary contribution towards the snack we provide the children each day and ingredients for cooking. It is £2 per week if your child attends for 15 hours or less and £4 per week if they attend for more than 30 hours

Reception Children

We ask for a voluntary contribution towards the snack we provide the children each day and ingredients for cooking. It is £2 per week.

Lettings

The cost of hiring the school property for new hirers is £30 per hour and this is subject to change and is reviewed annually by the Governors in the Spring Term. 2 months' notice will be given to hirers if there is an increase in the hiring cost.



Wrap around care provision – Early Birds before school club and Owls after school club

Out of school clubs are open to children of all ages that are attending Hadleigh Community Primary School or Nursery.

Charges for provision are as follows:

- Early Birds Club 7.40am – 8.40 am - £5.25
- Owls Club until 4.30pm - £5.25
- Owls Club until 5.45pm - £8.75

Enquiries and bookings are to be made via Arbor or the school office. The clubs are very well utilised and as such, we may operate a waiting list. Priority will always be given to regular users of the club.

Refunds

Refunds will be made via Arbor or by cheque and will only be made for amounts of £5 and over.

Terms and Conditions

All fees are reviewed annually and, if applicable, increases made during April.

Payment is due prior to booked session/s via Arbor.

Payment is accepted via Arbor, employee childcare voucher providers or the Government's Tax-Free Childcare voucher scheme. Please contact the school office for further information.

Please note that, if a parent fails to pay for a session in advance, the school has the right to refuse entry into the childcare provision. Should you experience any difficulties in paying fees, please arrange to see the School Office in confidence at the earliest opportunity.

If children are booked into Owls Club until 4.30pm and are not collected until after this time will be charged at the later rate of 5.45pm collection. Children that are collected after 5.45pm will be charged an additional £10 per 15 minutes after this time.

Payment is required at the time of making a Holiday Club booking to secure the place.

Cancellations are fully chargeable.