



Brentfield Primary School

Children of Today Champions for Tomorrow

Charging and Remission Policy

Headteacher	Mrs N. Harmer
Person Responsible	Mrs D. Turner
Approved By Governors	11 th February 2023
To Be Reviewed	February 2025

Introduction

Brentfield's leaders recognise the importance of a broad range of learning experiences, including trips, visits and visiting specialists delivering educational workshops to the children in school. The Governing Body have agreed to this policy to ensure that all children are offered the opportunity to benefit from the activities provided by the school.

1. Prohibition of Charges

The school cannot charge for the following:

- Admissions
- Education provided during the school day or outside the school day if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- For transport during school hours to school organised activities.

2. Voluntary Contributions

When organising school trips, activities or visits to enrich the educational experience in Brentfield, the school will ask for voluntary contributions from parents and carers. The contributions made will cover the cost, the school will not make a profit from any trips or visits. No child will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient funds are raised the trips or activity may have to be cancelled and refunds given.

3. Charges

- **School Meals**
There is no charge for children from Reception to Year 2. **Children who attend our nursery provision all day will be charged £2.25 per day. Children in Years 3 to 6 will be charged £2.25 per day (£11.25 per week)**
Adult meals will be charged at **£3.00** per day.
- **Breakfast Club: £2.25 per child per day, and £1.55 per child per day for any subsequent children from the same family.** From 7.45 a.m. till 8.45 a.m. (requiring registration and payment before joining)
- **After School Club: £9.00 per child per day, and £5.50 per child per day for any subsequent children from the same family.** From 3.45 p.m. to 5.45 p.m. (requiring registration and payment before joining)
- **Late Pick Ups:** Parents picking up their children after 3.15 p.m. but before 3.30 p.m. will be charged a £2.50 per child late pick up fee. After 3.30 p.m. parents will be charged £9.00 per child
- **Nursery Places: £15 per half day session, or £7 per hour** (for parents not eligible for free 30 hours childcare grants)
- **Extra-Curricular Clubs:** From 3.15 p.m. to 4.15 p.m. Charged at a rate of £15 for 10 weeks
- **Lost library and reading books:** £6.00 per book.
- **Residential Visits:** A charge will be made for the cost of board and lodging which will not exceed the amount paid for the booking of the visit. The school will not profit from any visits
- **Breakages:** In the case of wilful or malicious damage to the school's premises or resources, the Headteacher may decide to make a charge.

Each case will be dealt with individually and will be at the Head's discretion in consultation with the Chair of the Governing Body

We may charge for:

- Books and materials that the parent wishes the child to keep or has failed to return (the cost will be made clear to the parents before charge)
- Optional extras
- Education provided outside of school time that is not part of the national curriculum
- Music tuition provided at the request of the parent

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who are unable to meet any one of the charges.

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Headteacher.

This policy is based on the information provided by DFE:

<https://www.gov.uk/government/publications/charging-for-school-activities>