



HIGHFIELD PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY



Reviewed and Approved at the Autumn (December) 2025 Resources Committee

Next review: Autumn 2026

Signed:

C Cheng

Chair of Resources Committee of the Governing Body

J Feeley

Headteacher

Highfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.



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Charges cannot be made for:

The Governing Body of the School recognise that 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 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit 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 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition, the cost to be charged will be £70 per term.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Children not being picked up from school within the times stipulated in the Late Collection Policy and charged for use of the Highfield Wrap Around Childcare facility.



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- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

Highfield Wraparound Childcare

Charges will be made for the following:

- Highfield Wraparound Childcare (Breakfast club, after-school childcare)
- Breakfast club is charged at £9.00 per session, After School club is charged at £15.00 per session. Please refer to the school's website for up-to-date charges [here](#) or contact the school office
- Please refer to the schools' website for payment arrangements [here](#) or contact the school office
- A charge will be levied for late collection, a charge of £10.00 per 5 minutes late per child fee. This charge will be added to the following month's invoice.
- Late payments: If payment is not received by the due date this will result in an administration fee of £10 for every week of non-payment which will be applied to the account. This is to cover the additional administrative work required when payments are late. Parent also risk losing the childcare place.

Charges for lettings are as follows:

- Hall or Community room: commercial let (not school related) £45 per hour; activity provided for school children/parents but not managed by school: up to £25 per hour (depending on activity and numbers involved)
Classroom: £10 per hour;
Playing Fields £10 per session
Any private hire requests to be referred to Governors
- Reports for private schools: as these reports involve teachers in extra work and time, there will be a charge of £50 made per report for any child who leaves to go to private school before the end of year 6. One report will be written without charge for parents looking for private school places in year 6. This report can be shared with other private institutions. If parents request additional private school reports for year six pupils they will be charged £50 per report
- School Dinners – charge of £2.90 per day for Key Stage 2
- Milk – paid for by parents directly to providers – Cool Milk



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Remission

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- a) School trips
- b) Music Lessons
- c) Damages caused wilfully or negligently
- d) Workshops in school time
- e) Food technology activities

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

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) 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 responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to cover the cost of the activity.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.