Charging and Remission Policy

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BHS010	Head Teacher	V4 October 2025	Annually

Policy Statement

Introduction

The School Governing Body of Breadsall Hill Top Primary School and Nursery support the principal of maintaining the right to free school education. In determining the charging and remissions policies, which are set out in this document, the governors have been mindful of the 1988 Education act that gives the school Governors discretion to make charges, under certain circumstances, for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours in the form of requests from the school for voluntary contributions from parents/carers.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences, visitors, authors and after-school clubs can make towards all aspects of pupil's education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of all pupils of the school.

Charges

No charge is made for:

- Education within school hours (including the supply of any materials, books, instruments or other equipment) School hours do not include midday breaks.

- An admission application

- 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.

- Instrumental or vocal tuition during school hours, for pupils learning individually or in groups of two or more, which is part of the national curriculum or at KS2 to help pupils decide whether they wish to receive further tuition in singing or playing any musical instrument (and if so which instrument).

After School Clubs:

There is no cost to attend after school clubs run by school staff. There may be a contribution required towards materials i.e. ingredients for cookery club and there will be a charge for after school clubs run by external providers, payable directly to the external provider.

A charge can be made for:

- Any materials, books, instruments or equipment where the child's parent/carer wishes him/her to own them

- ‘Optional extras’: transport (other than to and from school); board and lodging on a residential visit; extended day services e.g. breakfast club, after-school club, tea and supervised homework sessions. Parents’ agreement (to the child’s participation and to paying the charges) is therefore a pre-requisite for the provision of an optional extra where charges will be made.

- Music and vocal tuition in limited circumstances i.e. when the tuition is at the request of the pupil’s parent/carer or is in addition to that offered as part of the school’s core curriculum.

- Certain Early Year provision

- Community facilities

- Cost of repairing damage to property caused by children or parents or replacing items stolen by children or parents

School Meals

- Children within Reception, Year 1 and Year 2 will be eligible for a Universal Free School Meal.

- Children in Nursery, Year 3, Year 4, Year 5 and Year 6 are able to request a school meal. Meals are charged at £2.50 per day.

The school can carry out a check to establish if you may be eligible for free school meals.

Meals should be paid for in advance.

Breakfast Club:

There is a charge of £3.00 per day for Breakfast Club places starting at 7.45am. This is a non-profit breakfast club and these are the necessary charges to cover the costs of staffing. The cost of the food is provided by Greggs Breakfast Club.

The Governing Body wants as many children as possible to participate in the wide ranging menu of activities offered by Breadsall Hill Top Primary and Nursery. To this end, in recent years, the Governing Body has agreed to heavily subsidise a range of activities. However, the Governing Body reserves the right to make a charge in the form of a contribution towards activities arranged by the school.

Residential Activities held during school hours:

The Governing Body agreed to continue to subsidise year 4 and 6 residential visits for families in receipt of free school meals. Parents/carers are notified well in advance of the activities and the estimated cost. Parental consent will be obtained for their children’s participation in any such activities for which a charge may be made. Any charge for a residential visit will be calculated according to the actual cost

of providing the board and lodging and travel for each pupil; no other costs will be covered by the charge.

Any charge for a particular activity will be dependent upon the type of activity, its cost and the number of participants. This charge will not exceed the cost of providing the activity, divided equally by the number of pupils willing to participate. The charge may, however, include;

- The pupil's travel costs
- The pupil's board and lodgings
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, castles, theatres, etc
- Insurance costs
- The expenses only of participating practitioners engaged on a separate contract for services provided

Remissions

Remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body.

Voluntary Contributions

- On occasion, schools may request voluntary contributions from parents to support delivery of enhanced provision beyond the core legal entitlement.

- Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. However, if an activity cannot take place without voluntary contributions, the Head teacher must make this clear. The Head Teacher must also make it clear that there is no obligation to make this contribution.

Refunds

Refunds may be given if:

- a child is absent due to illness
- an educational visit / Academy event has been cancelled

School Meal Debts

- If debt is not paid by two weeks of initial missed payment a reminder letter is sent to parent/guardian.

- Once the arrears reach £20.00 the admin assistant informs the Family support team whom inform the Head Teacher of any extenuating circumstances for the debt, Head Teacher decides how to proceed. A telephone call may be

made.

- Second reminder letter is sent.

- After a month of arrears consideration will be made as to whether school dinner option is refused by school.

- If no payment is forthcoming, a letter or phone call may be sent/made to discuss the debt and possibly inviting the parent to attend a meeting with the Head Teacher. Ideally re-payment is completed in a single payment but an agreed payment plan may drafted.

- If the debts continue after failure of the above process school may consider to refuse access to school trips and other paid activities until the debts are cleared. Parents will be notified by letter if this is the case.