Meersbrook Bank

Community Primary School

Charging & Remissions Policy

October 2026

Revision history

Date	Changes	Author(s)
Nov 2021	Recommendation for 3 yearly renewal Addition of sections 1 - 9	G Harvey
Nov 2024	Updated opening hours for FS Unit Section 9 & 10 - Increased school dinner cost in line with SCC Section 11 - Afterschool club charges entered	A. Hopkins
Sept 2026	Section 9 – Updated school dinner cost from £2.60 to £3.15 Section 10 - Updated school dinner cost for nursery child from £2.00 to £2.85 Section 11 – New section for Breakfast Club costs Old section 11 became section 12	G. Harvey

Approval

Date	Approvers	Minute number
Sept 2018	Resources Governors	-
Dec 2021	Resources Committee	12.3
Nov 2024	FGB	7.7
Oct 2026	FGB	16.3

Review: This policy will be reviewed every 3 years

Date due for review:
November 2029

Policy Statement
Charging for educational activities in school is covered by the Education Act 1996.

The basic principal is that education for registered pupils should be free of charge if it:

1. takes place in school hours (i.e. the hours when the school is in session not counting the midday break) **or**
2. is outside the school hours but is required as part of the National Curriculum or part of the statutory religious education.

The exception is a charge that can be made for individual tuition in a musical instrument even if within school hours, except where it is part of the syllabus.

School hours are those when the school is in session and are, at present, as follows:

FS: 8.45am – 3.30pm (Lunch 11.45am to 12.45pm)
KS1: 8.50am – 3.20pm (Lunch 11.45am to 12.45pm)
KS2: 8.50am – 3.30pm (Lunch 12.00pm to 1.00pm)

1. VOLUNTARY CONTRIBUTIONS

Voluntary contributions can be requested for any of the school's activities. There is no obligation to pay and no pupil will be excluded from the activity on the grounds that no contribution has been made.

2. EDUCATIONAL VISITS

After approval has been granted for a visit and costing has been calculated, a letter will be sent to all parents/carers:

When voluntary contributions have been collected a decision will be made as to whether enough contributions have been received to enable the visit to take place. This decision would be taken with reference to the school's financial position. If the visit had to be cancelled the contributions would be refunded. Although we rely upon voluntary contributions to ensure educational visits are viable we would try to ensure no child is excluded because they are unable to afford the whole amount. Parents in receipt income based free school meals may be entitled to have some of the cost paid by school.

3. MATERIALS

A contribution may be asked for in respect of:

- ingredients used in Food Technology.
- Materials to be used in a project which may be taken home (e.g. circuit in a torch; fabric in a significant project)

4. RESIDENTIAL VISITS

As these take place mainly outside school hours, we can make a charge which is not voluntary. However, we would try to ensure no child is excluded because they are unable to afford the whole amount. Parents in receipt income based free school meals may be entitled to have some of the cost paid by school. This information is given to parents. Information regarding the costing is sent to parents in good time before the visit to allow time to save for the visit. Payments by instalments are also encouraged.

5. BREAKAGES

The governors reserve the right to ask parents to pay for any damage to the school property or equipment where this is the result of pupils' behaviour.

6. INSTRUMENTAL MUSIC TUITION

Parents will have to pay for any music tuition booked by parents directly with outside providers even if it takes place either during the school day or outside the school day on school premises. The payment is made directly to the external provider.

7. EXTRA-CURRICULAR ACTIVITIES:

After school clubs run by school are free (although clubs using consumables (e.g. art & craft) may incur a small charge to replenish stocks).

After School Clubs run by outside providers will carry a charge which is set by and payable to the outside provider. Information on the clubs and how to book and pay for them will be issued to parents prior to the club commencing each half term.

8. LEAFLET DISTRIBUTION

Consideration will be given to companies who ask school to distribute leaflets via our children. The company or the venue where this is held must be known to be credible. This decision will be made by a member of SLT. Where the purpose is for the benefit of our children and the company does not profit from the activity promoted these will be handed out free of charge. Where the company will make a profit from the activity they will be asked to make a £10 donation.
Information will not be distributed for educational services (tutoring) unless the methods and philosophy have been scrutinised and meet our own.

9. SCHOOL DINNERS

School dinners will be charged at the rate determined by the external contractors. This is currently being charged at £3.15.

10. NURSERY

Additional time in the Nursery setting is available to children receiving 30 hours free childcare entitlement. The rates that users will be charged will be determined by the school, in line with guidance from Early Years and current market charges and will be reviewed annually. Where families exceed the 30 hours of free entitlement, there will be an additional charge made. The cost of this will be £5.50 per hour.

There is also the option of full time nursery children being provided with a school dinner at lunch time and this s currently being charged at £2.85 per day.

Fees will be charged per week and should be paid a half term in advance of the sessions being taken. There will be no reduction in cost for the attendance of additional siblings in a family. If you fail to reconfirm your 30 hours code in time, you may be charged for any hours taken over the 15 hours free entitlement. The setting will only operate in term time, and fees will not be chargeable for the days on which Nursery is closed for Bank Holidays and INSET Days. Sickness or absence needs to be reported to the School Office on a daily basis and fees paid are non- refundable.

If a parent/carer wishes to remove a child from the setting they must provide a term's notice.

We reserve the right to charge for late pick up, if this becomes a regular occurrence.

11. BREAKFAST CLUB

Breakfast club operates Monday to Friday term time only between the hours 7.30 until the start of the school day. Sessions are £3.50 each.

12. AFTERSCHOOL CLUB

Rainbow club operates Monday to Friday term time only between the hours 3.20-5.30pm for children attending our school only in years Reception to Y6. Two sessions are available to book priced below.

Short Session - end of school - 4.30pm £7.00 Please note late pick up will be charged at the longer session rate £12.00
Full Session - end of school - 5.30pm £12.00 Please note late pick up will be charged £3.00 additional charge for every 15 minutes after 5.30pm.
Children attending any clubs after school from 3.30-4.30pm then attending the Meersbrook Bank After School Club from 4.30-5.30pm will be charged £7.00

All booked sessions will be charged for, even if your child is unable to attend. In the event of staff illness and no replacement staff being able to cover, parents will be notified as soon as possible that the session will not be running. No charge will be made. Additional sessions can be booked subject to maximum numbers not being exceeded. A snack and drink will be provided. Parents/Carers will be required to sign their child/ren out of each after school club. All fees **MUST** be paid before the last day of each term. We accept payments through the Government tax free childcare scheme, and we also accept childcare vouchers. Please contact the school office to ensure we are signed up to your provider. The cancellation of a place to attend the after-school club will require a 4-week notice will need to be given.

Any children not collected on time at the end of the school day will wait in reception for the first 15 minutes while office staff contact parents. Then they will attend afterschool club until their parent / carer arrives for them. We will charge £7.00 if collected by 4.30pm and £12.00 if collected by 5.30pm.