



Vision

Learning hand in hand together with God.

Values

Hopeful school through honesty, forgiveness and trust
Achieving school through resilience, respect and ambition
Nurturing school through care, compassion and friendships
Developing school through wisdom, faith and fun
Sharing school through kindness, celebration and love

Charging and Remissions Policy

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Statement of intent

All Saints' C of E Primary School is committed to ensuring equal opportunities for all children, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

Activities without charge

The school will not charge for:

- Admission applications.
- Education provided wholly or mostly 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, part of a syllabus for a prescribed public examination that the child is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition which is part of the National Curriculum.
- Swimming lessons, including transport costs, which are taught as part of the National Curriculum.
- Entry for a prescribed public examination, if the child has been prepared for it at the school.
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

Chargeable Activities

Charges will be made for

- Education provided outside of school time that is not:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination that the child is being prepared for at the school
 - Part of RE
- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Specialist individual/small group music tuition which is not part of the National Curriculum (e.g. guitar, recorder, drum, keyboard lessons).
- Examination entry fees where the child has not been prepared for the examinations at the school
- Transport, other than that required to take the child to school or to other premises where the LA has arranged for the child to be provided with education
- Wraparound Care - Little Saints' Before and After-School Club.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

Optional extras

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating children. A subsidy will not be charged for any children wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying children on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

If insufficient voluntary contributions (less than 80% of the cost of the trip/visit) are received, the school has the right to cancel the school visit and any monies paid by parents will be reimbursed.

The following list, though not exhaustive, gives examples of additional activities organised by the school, which require voluntary contributions from parents. These charges only cover the expenses of the visit/activity and are not calculated to make a profit.

- Educational Visits (e.g. museums, galleries).
- Specialist Visitors to school (e.g. to deliver workshops).
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Enrichment Activities (e.g. theatre visits).
- Musical events.
- Extra-curricular Clubs

Music tuition

The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the child's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge for music tuition will be made in respect of children who are LAC.

Transport

The school will not charge for:

- Transporting registered children to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered children to other premises where the governing board or LA has arranged for children to be educated.
- Transporting children to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

Residential visits

The school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying children on visits.

The school may charge for board, lodging, travel and insurance but the charge will not exceed the actual cost.

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

Extra-Curricular Clubs

The school offers opportunities for pupils to participate in additional activities outside of school hours and makes a small charge to cover costs.



Charging and Remissions Policy

Meals

Children in Reception, Year 1 and Year 2 are entitled to a free lunch under the Universal Free School Meals scheme. Children in Years 3, 4, 5 and 6 pay for lunch, currently charged at **£2.60 per meal**.

Staff meals are charged at **£3.75 per meal**.

Once a year, the school invites parents in to school to join their child for lunch. Parent lunches are charged at **£4.00 per meal**.

Milk

Milk is provided free of charge for children in Reception, until the beginning of the week in which the child turns 5. Pupils aged 5 and over may purchase one third of a pint of milk per day. School milk is ordered by parents directly at www.coolmilk.com

Fruit

Free fruit is provided by the Government for all pupils in Reception, Year 1 and Year 2. In addition, the school kitchen provides children with an optional a snack, currently charged at **45p per day**.

Before and After School Care – Little Saints'

The before and after school club; Little Saints' is run by All Saints' CofE Primary School. Little Saints' operates for children attending All Saints' CofE Primary School and is a chargeable service which is not subsidised by the school. Fees are calculated to ensure that the expenditure of the service does not exceed the income.

Charges for 2025/26 are as follows:

Breakfast Club - £7.00

After School Club until 5pm - £8.00

After School Club until 6pm - £12.25

Fees are reviewed annually (in June) by the Governing Body (for implementation the following September) and published on the school website.

Charges are applied at the time of booking. Sessions will also be charged, where less than 48 hours of notice is given of a cancellation. No concessions are made for pupils eligible for Pupil Premium funding or those in receipt of benefits.

Parents may pay using Childcare Vouchers or through the Tax Free Childcare Scheme.

The school reserves the right to refuse the service to a child if fees are not paid by the end of the half-term in which the sessions are taken.

Parents who are late collecting their child will be charged an additional fee of £10 for each fifteen minute period where the child has not been collected, to cover staffing costs.

The children of staff employed by All Saints' CofE Primary School, who currently attend the school, are charged at the full rate. The children of staff who work for the Before and After School Club Little Saints', who attend Little Saints, are charged 50% of the full rate. Any child attending Little Saint's sessions must be fully registered and included in staffing ratios.

Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of children or their parents. Parents will only be charged the replacement cost to purchase the equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Lettings

The school charges third parties for the hire of its facilities (sports hall, fields, meeting rooms, etc.). Current charges for lettings are specified in the Lettings Policy.

Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

The school will cover 25% of the cost of trips, visitors and individual/small group music tuition for children entitled to Pupil Premium funding.

Parents in receipt of any of the following benefits are entitled to Free School Meals and may request assistance with the costs of trips/activities:

- Universal Credit (provided you have an annual net earned income of no more than £7400)
- Income Support
- Income based Job-seeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190).

- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for working Tax Credit

Any parent who experiences financial difficulties should not hesitate to discuss their circumstances in confidence with either the Headteacher or the School Business Manager who will agree a 'time to pay' agreement where payments can be made in agreed instalments.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a child or their parents cancel the child's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will consider the reason for cancellation, whether the school will be reimbursed for the child's place on the trip, and whether the place on the trip can be offered to another child.

Where a child or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the child to attend future trips and visits.

In the event that a child cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will consider whether the school will be reimbursed for the child's place on the trip and whether the place on the trip can be offered to another child.

In the event that a school trip is postponed it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all children and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

Freedom of Information Policy and Publication Scheme



Charging and Remissions Policy

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

Monitoring and review

This policy will be reviewed at least annually by the governing board. The next scheduled review date for this policy is September 2026.