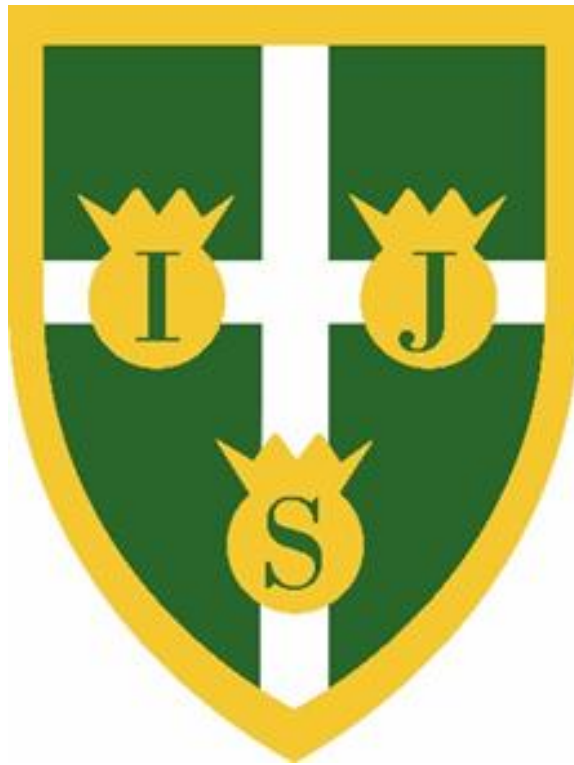


Ingrave Johnstone Church of England Primary School



Charging and Remissions Policy

Agreed by Governors: June 2026

Review Date: Summer 2028

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1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and swimming.

2 Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- workshops at school;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Voluntary contributions are requested for other costs linked to the visit.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform

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parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons and for a voluntary contribution to cover the cost of the lessons and transport.

6 Extra-Curricular Activities

6.1 The school offers some additional coaching after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. The organising body make a small charge for these sessions.

7. School Meals

7.1 The charge for a school meal will be set annually by the governing body following consideration of the catering business plan as part of the annual budget setting process. All meals taken by pupils who are not eligible for free school meals will be chargeable, and must be paid for in advance, parents/carers are expected to make prompt payment.

There is no charge for pupils entitled to free school meals or universal infant free school meals.

8 Crackerjacks Wraparound care

The school will charge for the following activities:

Wrap around care/breakfast club and after school club run on-site during term time.

Breakfast Club currently £8.80 per day from 7.30 am

After School club refundable registration fee £50 per family (refunded when the children leave the school or decide they do not need the club – held in escrow and documented against the child/children's name by the School Finance Manager)

After School Club currently £19.80 per day until 6.00 pm (10% discount for the eldest sibling)

Fees are to be paid in advance; unless payment is made by childcare vouchers (as the school understands these payments can be delayed). Payment is due for all sessions even if a child is unable to attend on the day. Parents/carers can change or cancel their sessions up to 1 month prior to their child attending without incurring a charge. Any change or cancellation after this point is non-refundable.

The parent/carer signing the club registration form is known as the 'contracting parent/carer' and is responsible for payment of all fees.

For parents/carers who are in receipt of state benefits, the school will endeavour to subsidise their sessions on request.

Charges will apply when children are collected late from Crackerjacks club. £1.00 per minute up to a maximum £15.00.

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9. Late School Collection Charge

When a parent/carer is frequently late (after 3.25pm) collecting a child at the end of a normal school day, the child will be taken to Crackerjacks Wrap Around Care and a late collection fee of £5.00 will be charged via ParentPay. The late collection fee will increase to £10.00 for collection between 3.35pm and 4.00pm. If a child is collected after 4.00pm the late collection fee will be £19.80 which is the cost of a full session at Crackerjacks Wrap Around Care. If you continue to be late collecting your child on a regular basis, you will be charged the full session price of £19.80.

The Headteacher has the discretion to waive the fee if the delay was due to a genuine, unavoidable emergency.

10. Debt Recovery

10.1 This section concerns the collection of fees and the approach to be taken in cases of debt arising when parents/carers fail to pay.

It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate. If at any time parents/carers are facing financial difficulties, please contact the school to discuss.

If debts are incurred, these have to be paid from the school budget. This means that money that should be spent on all pupils' education in school is used to pay for debts. The governing body see this as unacceptable and request that all parents/carers give the school their full support with this policy.

10.2 Dinner Money

It is allowable for a child to have 2 day's dinner credit (i.e. the child to have received two days' meals without pre-payment) Once the debt exceeds this, the office will email and text the parent/carer advising of the arrears, if the parent/carer does not respond the office will phone requesting full payment or a packed lunch is provided until the debt is cleared. If there is no response to this, it will be escalated to the Headteacher, and the child may have a limited menu choice.

10.3 Trips / Swimming

If money is outstanding for any other purpose such as trips and swimming, the office will email and text the parent/carer requesting a contribution is made.

10.4 Crackerjacks club

It is allowable for a child to have 1 session's credit for both Breakfast and Afternoon club, as we understand emergencies arise and late bookings may sometimes be necessary; the office will call the parent/carer requesting full payment. If the arrears are not paid in full, the child will be unable to attend any further sessions. If payment is made by Childcare vouchers, it is understood these payments may be delayed.

10.5 If you are late collecting your child from Afternoon club late fees will be applied; outstanding payments will be requested.

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10.6 Lettings

Invoices will be raised in respect of all monies due. If payment is outstanding after 30 days a second invoice will be sent and contact made via telephone to confirm receipt and obtain a payment date.

11. Refunds

11.1 In the event of the provision of a paid for service being cancelled, such as school meals or breakfast/after-school club, or a school trip being cancelled, where payment has already been received from parents/guardians, the following conditions apply:

11.2 Where the original payment was made by debit card, the refund will be made to the same debit card. If this is not possible due to the time limit that has elapsed or the card no longer being valid, a manual refund will be implemented and authorised by the Finance Manager and authorised by the Headteacher or in their absence, the Deputy Headteacher.

11.3 In the event of a third party cancelling or rescheduling an event where we have collected funds as an agent (e.g., tickets for shows or events where parents have been invited to purchase) we will adhere to the refund policy of the third party and only effect refunds to parents if we can re-sell the tickets to other parents – we will not be able to refund in the event of sickness or for parents who decide they can no longer attend.

11.4 School dinners are pre-booked (and pre-paid) in advance. For any children in Key Stage 2 who pay for school meals, any dinners pre-booked and pre-paid will be refunded in the event that the student is ill on the day in question or taking part in a Sporting Event. If a dinner has been pre-paid and the child brings in a packed lunch (i.e. changes their mind on the day) NO refund will be processed and those funds will be retained by the school to pay for the food that has been ordered.

Crackerjacks club

11.5 Refunds are in accordance with the registration form/agreement.

Parents/Guardians must be notified of the procedure that will be followed to issue refunds

12. Support

Ingrave Johnstone Primary School is an inclusive school. We believe that no child should miss any part of the curriculum due to financial difficulties faced by parents/carers on low incomes.

The school will consider support for parents/carers on low incomes.

We request parents/carers make an appointment to see the Headteacher. All meetings will be treated as confidential. The school will ask parents/carers to provide proof of income in order to qualify. Failure to provide it may lead to the school being unable to offer a subsidy. This policy will be reviewed annually and may be amended or withdrawn for financial reasons at any time.

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