



“Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6

CHARGING AND REMISSIONS POLICY

Adopted	Spring Term 2026
Committee	Full Governors
Reviewed Date	Spring Term 2026

We are a Christian school where quality and opportunities make a difference. We value all children as unique ‘Children of God’ and nurture each other to show LOVE in our relationships and a RESPECT for all. We foster HOPE within our community and encourage children to find PEACE by creating times and places for stillness and reflection. We strive for excellence, inspiring dreams both now and in the future. We promote POSITIVITY, celebrate COURAGE, demonstrate RESPONSIBILITY and share JOY through...

‘Learning, loving, laughing in the light of Jesus’.

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher (*and/or Governing Body*).

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

1. Admission application

- 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it 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 the schools basic curriculum for 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 has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

The governing body will set charges for the following:

- (a) board and lodging on residential visits (not to exceed the costs) **These charges to be notified as each visit is arranged.**
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance
 - (vi) School meals

These charges to be notified as applicable.

Reimbursement Policy

In general, payments made for school-related activities are non-refundable. However, an exception may apply under the following condition:

• **Medical Exemption:** If a child is unable to participate due to a medical condition, and there is documented evidence supporting this, reimbursement may be sought through the school's insurance provider. The school reserves the right to assess each case individually and determine eligibility for reimbursement based on the insurance provider's terms and conditions.

- (c) individual or group tuition in the playing of a musical instrument. Charges will be provided to parents on application for tuition. A copy of the charges which will be reviewed and agreed annually by the FGB will be held in the school office.
Parental 2025/2026 music lessons are £204 per year payable in advance of £68 per term
Parental 2026/2027 music lessons will be £210 per year, payable in advance of £70 per term.
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs

(i) Letting of the school premises or grounds 2026 :-

- PTFA/School Lettings- No charge
- Hire of the school halls, classrooms, will be at the rate of £18 per hour or part of an hour.
- Charges for Letting of School Grounds (updated March 2025)- £10 per hour use of grounds only.
- Sessional fees can be negotiated with the Headteacher who will report to the FGB for approval. The agreement should state charges are subject to approval of the FGB.

Use of equipment is at the discretion of the school and additional charges may be applied. No equipment should be used without the written permission of the school.

The Committee decided that the costs of grounds upkeep, safeguarding and security should be taken into consideration prior to any agreement being offered. It would only be let out in certain circumstances and if these conditions were met.

- (j) Charges for Photocopying (charges for photocopying available from the school office if applicable)
- (k) Extended school care activities such as care club, and nursery provision (see charges on attached appendix A)
- (l) Charges for materials or ingredients where the pupils wish to have the finished product – currently no charges made
- (m) School meal charges are in accordance with catering SLA. 2026 charges are £3.35 per day for KS2 children. Rec and KS1 children receive the Government funded UIFSM
- (n) Cost of transport to take part in work experience
- (o) Cost of Parent Pay ‘paypoint’ cards admin fee – when applicable.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined – discussed and agreed with the headteacher
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school’s budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary

- for lettings, the charge should at least cover the cost, including:
Services (heat & light)
Staffing (security, caretaking & cleaning)
Administration
Wear & tear (sinking fund)

Remissions

Children whose parents are in receipt of the following support payments will, in 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 Job Seekers Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Income Related Employment and Support Allowance. Please note the 'new style' employment and support allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- eligible for Universal Credit (child tax credit) but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. Please note: anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time) • Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

Voluntary Contribution

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

- (a) Class visits
- (b) Whole school visiting speaker/activity
- (c) Class activity – visitor into school

The terms of any request made to parents will specify that the request is for 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; and
- 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 costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

Where there are not enough voluntary contributions to make the activity possible then it will be cancelled and all monies returned to those who have paid.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Date of Policy approval update	Spring Term 2026
Date of Policy review	Spring Term 2027

Appendix A

Forsbrook C. E Nursery & Out of School September 2026

The offer for children eligible for 30 hours funded place will be:

3 x 10 hour days 7.30am to 5.30 pm. Or 5 x 6 hour days 9 am to 3 pm.

For those children receiving 15 hours funded the offer will be:

5 x 3 hours 9 am to 12 midday. Or 2 x 6 hours 9 am to 3 pm + 1 x 3 hours 9 am to 12 midday.

With Effect from 03/09/2026 the following charges outside of the Government Funded Offer will apply:-

Fees - We aim to keep our prices stable wherever possible. However, due to rising costs, there may be occasions when increases are necessary, inflation will usually be applied at the start of a new financial year (April). In such cases, a minimum of one month's notice will be provided before any changes to the fees take effect.

Baby Room		
Full Day	7:30am - 5:30pm	£54
School Day	9:00am - 3:00pm	£40
½ Day - am or pm session	9:00am - 12:00pm or 12:00pm - 3:00pm	£20
Breakfast Club	7.30 am - 9:00 am	£8
After school Club	3:00 pm - 5:30 pm	£10
Toddler Room		
Full Day	7:30am - 5:30pm	£54
School Day	9:00am - 3:00pm	£40
½ Day - am or pm session	9:00am - 12:00pm or 12:00pm - 3:00pm	£20
Breakfast Club	7.30 am - 9:00 am	£8
After school Club	3:00 pm - 5:30 pm	£10
Pre-school Room		
Full Day	7:30am - 5:30pm	£54
School Day	9:00am - 3:00pm	£40
½ Day - am or pm session	9:00am - 12:00pm or 12:00pm - 3:00pm	£20
Breakfast Club	7.30 am - 9:00 am	£8
After school Club	3:00 pm - 5:30 pm	£10
Care Club - Before and after school care club fees (Rec – Y6 pupils only) are shown below		
Before School Club	7:30am - 8:45am	£7
After School Club	3:15 pm - 5:30 pm	£10

In addition, children attending pre-school who require a cooked lunch the cost is **£2.80** per day. Pre-school have the option to bring a packed lunch if they wish. Breakfast, snacks and teas are included in the charges.