STANBURN PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Committee Responsible:	**Finance Committee**
Last Reviewed:	**October 2026**
Person(s) responsible:	**M. Cozma**
Approved By:	**Finance Committee**
Next Review Date:	**October 2027**

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving this policy, and delegates this to the Finance Committee.

4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with this policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing this policy consistently and fairly
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding this policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the school or LA has arranged for pupils to be educated
- Transport that enables a pupil to attend a school based event in school hours

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

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

6.2 Residential visits

We can charge for board and lodging on residential visits, but the charge will not exceed the actual cost.

6.3 Extracurricular Clubs

Clubs before start of school, during lunchtime and after school are sometimes run by school staff. The School reserves the right to charge a nominal fee for participation in these activities. The school reserves the right to charge a late fee (see below) for the late collection of a child after a school club.

Clubs run by external providers which take place on school premises will set their own charges. These charges will be monitored by the school, however, any queries regarding these activities must be taken up with the external providers.

6.4 Breakages

The school will not charge for accidental breakages of school property; however, deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to the cost of repair or replacement costs. In such cases parents/ carers will be expected to pay for the replacement rather than the cost of the original.

6.5 Administrative and Miscellaneous Charges

- Late payments: The School reserves the right to charge an admin fee of up to £10 for any late payment of an activity. This fee is to cover the administrative costs incurred due to late payment.
- Private fees: Any letters or confirmation requested by parent/carers for proof of a child's attendance at school (e.g. letters for the UK Border Agency, Foreign Embassies, Universal Credit etc.) will be charged for at a cost of £10 per letter.
- Optional Extras: Charges may be made for other activities that are known as 'optional extras'. A charge may be made for items such as materials, cooking ingredients, books, instruments, or equipment.

6.6 Lunch Monies:

For children in Reception-Year 6, lunch is currently free. In the event that free school meals are no longer funded by the Mayor of London Scheme, parents will be required to resume payment in accordance to the school's usual charging policy.

It is the responsibility of the parents to check their eligibility for free school meals at: https://fsm.lgfl.net

The school is able to check your FSM eligibility on your behalf if you provide us with your date of birth and National Insurance Number.

If a parent believes they do qualify for free school meals, parents are responsible for payment of lunch monies until confirmation is received from the Local Authority that they are entitled to free school meals.

Nursery lunch is charged at £2.60 per meal.

Persistent non-payment may result in legal action.

6.7 Music Lessons:

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for the tuition of playing a musical instrument. The regulations allow charging for tuition individually or in larger groups.

Where this provision is not delivered directly by the school, it will be managed by an external provider. In such cases, arrangements, costs and communication will be handled by the external music provider.

From the 2025-2026 academic year, Stanburn Primary School has appointed The Original Rockschool, Watford as the external provider for instrumental lessons. All bookings and

payments for music lessons will be now handled directly through the Original Rockschool Watford.

6.8 School letters:

The school reserves the right to charge an admin fee, no greater than £15 for the drafting of official letters. The decision to write an official letter is at the discretion of the school.

6.9 Wraparound care:

Breakfast Club runs from 7.40am to 8.35am charged at £6.00 per session.

The After School Club runs four sessions:

- (ASC1) 3.15-4.30pm charged at £6.00 per session
- (ASC2) 3.15-6.00pm charged at £12.00 per session (light meal included)
- (ASC3) 4.30-6.00pm charged at £7.50 per session (light meal included)
- (Nursery Care) 2.30-3.15pm charged at £7:00 per session
- All bookings must be made by midnight of the previous day.

6.10 Late Fees:

Late bookings will incur the following charges:

- Telephone bookings made on the day of booking (up to 11.59am) will be charged at an additional 25%;
- Telephone bookings made between 12pm and 3.15pm (2.30pm for Nursery) on the day of booking will be charged at an additional 50%;
- If no booking is made by 3.15pm (2:30pm for Nursery) on the day, parents will be charged at double rate.

Late collection will incur the following charges:

- Nursery children not collected by 2:40pm will be placed in Nursery Care and the parent charged a £10 admin late fee, rising to £14 if collected after 3:00pm
- Children not collected by 3.25pm will be placed in After School Club and the parent charged a £10 admin late fee, rising to £12 if collected after 4pm
- Children not collected by 4.35pm from ASC1 will be placed in ASC2 and the parent charged a £10 admin late fee, rising to £15 if collected after 5pm
- Children not collected by 6.00pm from ASC2/3 will be charged £10 for every 10 minutes or part of 10 minutes.
- Children not collected from a club will be charged £10 admin late fee, rising to £15 if collected after 5pm

6.11 Nursery Private fees:

Where parents are not eligible for funded nursery hours, or wish to purchase additional sessions not covered by their funded entitlement, private nursery sessions may be available, subject to space and staffing capacity.

Private sessions are offered during term time only and are available as either:

Morning Session (AM) - £21.00 per session

Afternoon Session (PM) - £21.00 per session

Charges for private nursery sessions will be invoiced through Arbor. Parents are required to pay for booked sessions one month in advance. Failure to make payment by the due date may result in the withdrawal of the privately funded nursery place or sessions.

All sessions must be booked in advance and are subject to availability. Any requests to amend or cancel booked sessions should be made in writing to the school office and will be considered in accordance with the school's refund and cancellation arrangements.

This provision applies only during school term time and does not include attendance during school holidays or closure periods.

7. Voluntary contributions

The school is able to ask for contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for a contribution (either part or whole of the cost) include school trips and the cost of transport linked to the trip.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Remissions

Any parents or carers who are experiencing financial difficulty are encouraged to approach the school where we will seek to find assistance with the charges such as a weekly payment approach to spread the cost.

In line with statutory guidance, specific remissions for charges for board and lodging on residential trips may apply for pupils eligible for Free School Meals or other qualifying benefits. Parents are encouraged to discuss their eligibility with the school office.

The school charging policy will be subject to change if there are new DFE or Harrow directives.

9. Monitoring and Review

The Headteacher and School Business Manger will monitor implementation of this policy and report annually to the Finance Committee.

This policy will be reviewed annually or sooner if statutory guidance changes.

At every review, the policy will be approved by the Finance Committee of the Governing Board.