

BISHOPSTEIGNTON PRIMARY SCHOOL

BISHOPSTEIGNTON PRESCHOOL

Governing Board

Charging and Remissions Policy

Date	30 January 2026	Responsibility	Resources / Finance / FGB	Unique I/D	5-5
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Version Control			
Version	Origin	Date	Amendments
2019 v1.0	Devon County Council (adopted) 2017 v1.0	03/12/2021	Reviewed at the 03 Dec 2021 Resources meeting and approved at the 13 Dec 2021 FGB meeting
2019 v1.0	Devon County Council (adopted) 2017 v1.0	Feb 2022	Page 4 - preschool fees amended. Reviewed at the 18 Feb 2022 Resources meeting
2019 v1.0	Devon County Council (adopted) 2017 v1.0	April 2022	Reviewed at the 18 February 2022 Resources meeting. Approved at the 06 April 2022 FGB meeting
2019 v1.0	Devon County Council (adopted) 2017 v1.0	Mar 2023	Reviewed at the 24 March 2023 Resources meeting and approved at the 29 March 2023 FGB meeting
2019 v1.0	Devon County Council (adopted) 2017 v1.0	Nov 2023	Final paragraph added under 'Bishopsteignton Preschool' on page 4. Reviewed at the 24 November 2023 Resources meeting and approved at the 06 December 2023 FGB meeting
2019 v1.0	Devon County Council (adopted) 2017 v1.0	Feb 2024	Paragraph under 'Bishopsteignton Preschool' on page 4 re-written with new charges incorporated - £4.90 was £4.42 and £6.00 was £5.34 Reviewed at the 09 Feb 2024 Resources meeting for approval at the 27 March 2024 FGB meeting
2019 v1.0	Devon County Council (adopted) 2017 v1.0	Mar 2024	Charges for 3 years plus increased from £4.90 to £5.22 per hour (Page 4) In order for parents to be advised in good time of the above cost increase, this policy was approved by a majority of governors via email. The policy was nevertheless presented to the 22 March 2024 Resources meeting and the 27 March 2024 FGB meeting where it was formally approved.
2019 v1.0	Devon County Council (adopted) 2017 v1.0	Jan 2025	Appendix 1 – School day now finishes at 5.20 not 5.15. CM now Lead Governor – was DL Reviewed at the 31 Jan 2025 Resources meeting and approved at the 02 April 2025 FGB meeting
2019 v1.0	Devon County Council (adopted) 2017 v1.0	Jan 2026	Lead governor was CM See page 4 for Preschool changes Reviewed at the 30 Jan 2026 Resources meeting and approved at the 31 March 2026 FGB meeting

This policy also applies to our Breakfast Club and After School Club which are both based on our school site for current pupils

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This policy describes the circumstances when the parents of children at this school will be asked to pay for school activities and school meals, when they will be asked to make a voluntary contribution to costs and when they will not be asked to pay or contribute. It also describes Remission; when costs will be waived for children from low income households.

Equality and Safeguarding Statements

This school and Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the Department for Education Guidance 'Charging for School Activities', which was last updated in October 2014.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governing Board will review the policy annually to ensure that it meets with current guidance from the Department for Education.

Policy Statement

All activities that are a part of the National Curriculum for compulsory school age children, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school.

Voluntary Contributions

We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear by the Headteacher or teacher in charge of the activity when parents are informed about the plans for the activity. The Headteacher or teacher will also make it clear to parents that there is no obligation to make any contribution. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances and the school may ask for a voluntary contribution from parents.

Dinner money arrears policy

School meals must be purchased in advance and payment can be made online via the School Money payment system, by card in the school office, or if neither of those are possible via a cheque payable to Devon County Council or by cash.

When a parent/guardian has failed to pay for the cost of a school meal, Bishopsteignton Primary School may allow a meal to be provided where it is felt that this is a temporary situation e.g. money lost on the way to school, minor domestic problem etc.

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A letter, text or email will be sent to the parent/guardian notifying them that their child's dinner money account is in debt and the outstanding balance. Parents/guardians are asked to respond to the notification by return. Reminders, increasing in severity, will be sent until the debt is cleared.

If the child's account is still in debt and the total family's account is in excess of £50 owing, the school will notify the parent/guardian that they will have to provide their children with a packed lunch each school day until the debt has been cleared.

Should the debt not be cleared within 15 school days, the debt may be referred to the Debt Recovery Team at Devon County Council. They will initiate debt recovery for overdue accounts in line with Devon County Council's financial standards and policies.

Parents/guardians may contact the Headteacher where a pupil continues to require meals and no payment has been made to discuss the individual circumstances of the pupil and their parents.

This policy has been compiled recognising the difficulties placed on Headteachers in balancing the social welfare of pupils with the management of Devon County Council's money.

Optional Activities Outside of the School Day

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities and theatre visits. Charges will be based on the cost incurred less any specific funding received.

Education Partly During the School Day

A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

- **Non-residential**

Where less than 50% of the time spent on the activity falls during school hours, it is deemed to have taken place outside school hours

- **Residential**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening)

Music Tuition

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Residential Trips

There will be no 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:
 - o part of the National Curriculum; or
 - o part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - o part of religious education; and
 - o supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

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The school will charge for:

- Board and lodging (the charge will not exceed the actual costs)

Remission

The Governing Board has agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the [Headteacher](#), so that no child is discriminated against. All applications for support/special consideration should be made direct to the [Headteacher](#).

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

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Government Universal funding is available for all 3 year olds the term after their 3rd birthday for a total of 15 hours per week. Additional Working Entitlement funding is available for working parents of 30 hours per week who meet the criteria and are given a code. Targeted funding of 15 hours per week is also available for 2 year olds who meet the eligibility. Details of eligibility can be found on the Devon County website or a staff member can provide guidance if needed. In simple terms this means that if you are not yet eligible for 3 year old funding via DCC then the 2 year old rate is applicable in respect of our fees.

- Parents/carers will be charged for any non-funded hours. The current rates are as follows:
 - £5.66 per hour for 3 years plus
 - £7.62 per hour for 2-year-olds

NB. the charging age is as at the beginning of the funding term as set out by Devon County Council, so a child turning 3 mid-term will continue to pay the two year old rate until the following term.

- In certain circumstances we may ask for a voluntary contribution to cover costs of outings.
- Fee invoices are prepared within the first few weeks of term and sent out to parents.
- Parents are asked to pay half of the total immediately and are allowed a month's grace to pay the remainder.
- The due date is always given on the fee invoice.
- Payment is via the School Money system.
- In extreme circumstances (weather/closure) where we have to shut down the provision, notice will be given and a replacement session will be offered or refund given. This will be down to the discretion of the Headteacher.

Notice Period

We require parents to give 4 weeks' notice if they no longer require a session and fees (where applicable) are payable within the notice period.

If this notice period is not honoured a charge may be levied because you have given up a place without giving sufficient notice. We make this charge because we may not be able to immediately fill the times left by the child.

Debt Recovery

When a parent/guardian has failed to pay the fees, a letter, text or email will be sent to the parent/guardian notifying them of the outstanding balance. Parents/guardians are asked to respond to the notification by return. Reminders, increasing in severity, will be sent until the debt is cleared.

Should the debt not be cleared within 15 school days, the debt may be referred to the Debt Recovery Team at Devon County Council. They will initiate debt recovery for overdue accounts in line with Devon County Council's financial standards and policies.

Parents/guardians are encouraged to contact the Headteacher where fees continue to be unpaid in order to discuss the individual circumstances of the pupil and their parents.

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This policy has been compiled recognising the difficulties placed on Headteachers in balancing the social welfare of pupils with the management of Devon County Council's money.

It is always our intention to resolve fee issues amicably and we will work with parents/carers who are having financial difficulties in order to reach the desired result. This may be by means of a payment plan.

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Appendix I | Definitions

	Definition
School Day	Under The Education (School Day and School Year) (England) Regulations 1999, the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight that day. At this school, the session times are: KS1 08:50 - 12:05; and 12.55 - 15:20 KS2 Lower 08:50 - 12:40; and 13:30 - 15:20 KS2 Upper 08:50 - 12:30; and 13:20 - 15:20 The lunch break does not form part of the school day
Preschool Day	8:50-9:00 Doors open for admission 9:00-12:00 Morning session 12:00-3:00 Afternoon session incorporating lunch 12:00-1:00
National Curriculum	The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject
Compulsory School Age	Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated