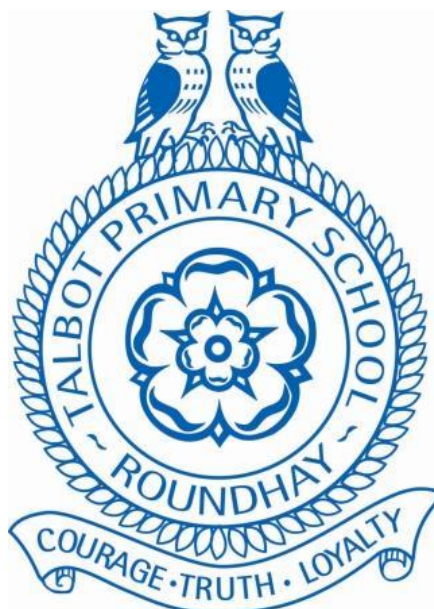


Talbot Primary School



Charging and Remissions Policy

Reviewed/Revised: September 2025

Next review: September 2026

Office use:

Statutory	✓
Web	✓
Staff Notices	-

Talbot Primary School

Charging & Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Board of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Board.

Charges cannot be made for

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

- 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments if the tuition is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- 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 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 board or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Supply teachers engaged purely for optional extras
 - Entrance fees
 - Insurance costs
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam

- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property
- Community Use/Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).
- Vocal and musical instrument tuition (*see below).

Musical Instrument Tuition*

Fees for music tuition will be calculated at the rate equivalent to that which the school pays per child/per hour under its service level agreement with the provider and will be reviewed annually. Fees will be charged on a termly basis, except where a child commences tuition part-way during a term when fees for that term will be calculated pro-rata and charged accordingly.

Save in exceptional circumstances, no refunds will be given if any child does not attend any session, save that if a child is absent for 20 consecutive school days in any single term, such absence being due to medical condition, such condition being evidenced in writing by a letter or report from a medical practitioner, in which case refund will be paid.

It is a pre-condition of entitlement to musical instrument tuition that payment for the whole term should be made in advance of the start of that term.

School Meals

The Governing Board will determine and publish annually the price to be charged for school meals. Notice is required to change from school meals to packed lunches and vice versa. If the appropriate notice is not given the Governing Board reserves the right to charge for meals ordered in that period.

Reports

Where additional reports are requested by schools in the independent sector, a charge of £30 is made on each occasion. A copy of a child's annual report can be provided free of charge.

Nursery Additional Hours Fees

Fees for additional hours at nursery will be charged at the hourly rate equivalent to that which the school is funded per child for FEEE (Free Early Education Entitlement) and reviewed annually. Save in exceptional circumstances, no refunds will be given if any child does not attend any session, save that if a child is absent for 20 consecutive school days in any single term, such absence being due to medical condition, such condition being evidenced in writing by a letter or report from a medical practitioner, in which case refund will be paid.

It is a pre-condition of entitlement to extra hour's provision that payment for the whole term should be made in advance of the start of that term.

Out of School Club

Fees per session for out of school club are reviewed annually. For 2025-26 they are:

Fees per session	Cost	Sibling rate
Breakfast Club	£6.75	£6.25
After School Session 1 (3.30pm-5.30pm)	£12.15	£11.65

After School Session 2 (3.30pm-6.00pm)	£12.95	£12.40
Holiday Club (half-day)	£15.50	£14.50
Holiday Club (full-day)	£31.00	£29.00

Parentmail <https://www.parentmail.com/> is used to administer charges for Breakfast and After School Club. Charges for the whole year will show on the account. Charges will be payable each week. If fees are not paid a letter will be sent giving 7 days' notice to pay. If payment is not then received, the child will be removed from the Breakfast and After School Club register and the debt will be sent to Leeds City Council to recover. Fees are applicable for the place, not for attendance. This means that should a child be absent due to ill health, or any other reason, they will not receive a rebate/reduction in fees. All extra one off sessions will be added to the Parentmail account at the time of request. An extra session booking request form must be completed. Signed Terms and Conditions forms and Registration forms must be received by the Club before a place can be allocated.

In order to attend the Holiday Club you must complete the Booking Form, Registration Form and Terms & Conditions document for your child(ren), prior to their confirmed start date. These are valid for the duration of your child's time at the school. All places will be confirmed for the holiday club. Please note: once confirmed, the sessions are payable in advance and are non-refundable. Request for places will be denied if there are more than two months arrears on your account. Please see the Before and After School Club Parent Handbook for further details.

The billing system is managed using Superfox software, whereby parents will be invoiced on a monthly rather than weekly basis. The invoice will show as an arrears payment for parents and carers to pay on a monthly basis.

Remission

Children whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit and Working Tax Credit
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Children in receipt of free school meals entitlement and/or attracting pupil premium will be entitled to full remission of music tuition fees, nursery additional hour fees and after-school club fees.

Voluntary Contributions

Voluntary contributions will not be requested from parents/carers of children eligible for free school meals and/or those who attract pupil premium.

Other parents/carers will be invited to make a voluntary contribution for activities which are offered to children to enhance the curriculum, including the Year 6 Arts Programme. The terms of any request made to parents will specify that it is 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
- 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 of the request

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

Voluntary contributions will be used to cover essential costs to make the curriculum enhancement possible with the aim to cover costs incurred.