THE STICKNEY & NEW LEAKE PRIMARY SCHOOLS FEDERATION

Charging and Remissions Policy

2026 - 2027

This policy will be reviewed **annually**, or earlier if required by legislation or new DfE guidance and presented to the Full Governing Board for adoption.
Ratified By: **Full Governing Board**
Date Ratified: 12th May 2026
Next Review: May 2027

Stickney Vision

Our inclusive church school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment and we empower every member of our community to seek positive transformation in the world.

New Leake Vision

Our inclusive school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment and we empower every member of our community to seek positive transformation in the world.

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Statement of intent

Stickney and New Leake Primary Schools Federation is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2024) 'Maintained schools governance guide'
- DfE (2024) 'What maintained schools must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Data Protection Policy
- Freedom of Information Publication Scheme
- Finance Policy

2. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable.

3. Roles and responsibilities

The governing board will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finance
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The Executive Headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.

- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The SBM will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

4. Charging for education

The school will not charge for:

- Admission applications.
- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- 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 resits at the school.
- At New Leake Primacy School only - 30-minute breakfast club immediately before the start of the compulsory school day

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- Certain early years provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

5. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is 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

- Part of Religious Education
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- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

Breakfast Club

Breakfast Club is open to all pupils each morning.

At Stickney, Breakfast club opens from 7.50am, the cost for breakfast and supervision is £2.50 per child per day. Parents are asked to book in advance through the ParentPay app. Parents can pay via ParentPay or use Childcare Vouchers in advance of the session. Any adhoc sessions are to be paid on the day (or in advance). When making payment via childcare vouchers, the parents need to notify the School Office or School Business Manager of the details of the payment once it has been made, to enable the payment to be matched to the invoice or ParentPay account credited. Refunds and credits will not be given for days where your child does not attend.

At New Leake, due to the Early Adopters Breakfast Club scheme, there is no charge for Breakfast club. Breakfast club will open at 8am.

After School Clubs

The Federation provides a wide range of voluntary after school clubs. There is a charge for

clubs provided by external companies which is determined by the provider and parents will be informed of the costs before signing up to participate. Where clubs are provided by school staff, school will only make charges to cover the costs of any resources required to offer the club. Parents will be fully informed of any charges before signing up to participate. If there is insufficient support for a particular club/activity and it does not reflect value for money the activity may have to be cancelled. Refunds and credits will not be given for days where your child does not attend.

Squirrels

Squirrels is our after school and holiday club.
Squirrels after school club is open to all pupils from 3.15 p.m. until 6.15 p.m. every weekday. The cost is £4 per child for the first hour, and £3 for each subsequent hour or part of an hour. A cost of £1.75 will be incurred for an evening meal which can be booked through ParentPay. Squirrels holiday club is open 9am to 3pm on various days throughout the school holidays at a charge of £20 per day (part days can be agreed). Parents are asked to book and pay in advance through ParentPay. Parents can use Childcare accounts/vouchers but are asked to let the School office/School Business Manager know when a payment has been made, to enable the account to be credited. Refunds and credits will not be given for session 1 for days where your child does not attend.

School Milk

Under 5s are entitled to free milk. Once a child reaches the age of 5 then parents can opt to order milk for their child via Cool Milk (details available in the school office). The payment is made direct to Cool Milk who forward a drinking list to the school.

School Meals

Parents who wish to order a hot meal for their child are asked to order at least 2 weeks in advance. Stickney orders are through ParentPay, New Leake orders are through the school office. Meals are charged at £2.50 per meal (main meal and pudding). Refunds and credits will be given at the discretion of the Executive Headteacher only. Infant children are entitled to a free school meal under the UIFSM scheme. Parents whose child/ren may be entitled to a free school meal are encouraged to make an application online
https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals.

Swimming

All children in year 5 go swimming for a full term each year with the opportunity in year 6 if required. The school has to pay for professional swimming coaches/life guards and for the transport to/from the pool as well as for additional staff to support the classroom staff. Parents are asked for a voluntary contribution to support this. Pupils are not treated differently if they are unable or unwilling to contribute. The amount of the contribution requested may vary depending on the costs incurred. Refunds and credits will not be given for days where your child does not attend.

Nursery Fees:

At Stickney Church of England Primary School we offer funded nursery places for 2 years old and 3 & 4 year-olds for up to 30 hours under the government 30 hours free childcare scheme, details of which can be found at www.childcarechoices.gov.uk. Additional hourly fees are charged at £5.00 per hour for 3 and 4 year-olds and £6.00 per hour for 2 year olds. Lunches may be purchased through Parentpay. We reserve the right to increase the fees at any time, giving one calendar months' notice of the proposed increase to parents and carers. Monthly fees include all sick days and holidays taken during term time. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend. Fees will not be charged if four weeks' notice of absence is given in respect of holidays. We do not allow swapping of days unless it is permanent and there is availability, we will do our best to accommodate swapping of days or the payment for additional days in cases of emergency or under special circumstances.

Nursery Payment Policy:

Parents and Carers agree that all monthly fees will be paid in advance, on a monthly basis. Invoices paid within 14 days of the invoice date. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Parents wishing to use Childcare Vouchers are asked to let the school office or School Business Manager know so an invoice can be prepared on a regular basis. When making payment in this manner, the parents need to notify the School Office or School Business Manager of the details of the payment once it has been made, to enable the payment to be matched to the invoice.

6. Examination fees and resits

The school may charge for examination fees if:

- The examination is on the set list (which includes SATs, GCSEs and A-levels), but the pupil was not prepared for it at the school.
- The examination is not on the set list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the entry fee.

Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, resits must be taken at the school.

If a pupil or their parent consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved will be covered by the pupil or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or pupil will have their fees refunded.

7. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

8. Music tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge for music tuition will be made in respect of pupils who are LAC.

For parents interested in music tuition, please see https://lincsmusicservice.org/

9. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

10. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below.

In the case of non-residential activities:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours and no charge will be made.
- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is 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 RE.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

11. Residential visits

The school will not 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 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 RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The school will provide a form for parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

For refund information, please see section 12 as appropriate.

12. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

13. Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should write to the Chair of Governors.

14. School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess if greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

15. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.