



Springwell Park

Charging and remissions policy

Last reviewed	December 2024
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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 be made

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 449-462 of which set out the law on charging for school activities in England.

Where charges cannot be made

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

Education

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Residential visits

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education

Where charges can be made

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

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'.

- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Residential visits

We can charge for board and lodging on residential visits.

Voluntary contributions

At the moment, Springwell Park do not ask for any voluntary contributions towards day Educational visits or visitors.

As an exception to the requirements set out in this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

- Mufti days
- Charity events
- Parties
- EYFS snack time (£1 per week)
- Breakfast Club from 7.45am to 8.20am. There is no charge, but donations are always welcome. (Rec-Y6 pupils only)

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

The school reserves the right to cancel activities / events / trips if voluntary contributions do not cover the cost.

Activities we charge for

The school will charge for the following:

- The school will ask for a contribution for lost reading books.
- Reading Bags - If reading bags are lost they can be purchased from the school reception at a cost REC/KS1-£5.50 KS2-£7.99
- Dinner Money - Pupils in Reception and Key Stage 1 are entitled to a free school lunch. The charges for KS2 pupils are: Full week - £12.65 1 day - £2.53

Dinner Money should be paid every month in advance on Arbor, or paying by card via the telephone to school, or in person at the school office.

The school reserves the right to refer outstanding debts to the Local Authority Debt Collection Service.

- **Wraparound provision – 3 year olds** - Breakfast club £3.50 per day.
- Additional ½ day is £15.50. Additional full day is £27.50. Please note children must bring their own packed lunch or pay for a school meal.
- **Nursery wraparound provision for children doing 30 hours is £10.50 per week.**

These fees must be paid four weeks in advance.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.