

Lacey Green Primary Academy

Charging and Remissions Policy



Policy written: September 2025

Policy Updated: February 2026 explaining timeframes and processes.

Charging for school activities (DfE) ([Click Here](#))

The Trustees recognise the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education. The Trustees aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

Charging

Trustees will make a charge for each pupil for activities organised by the Academy in the following circumstances:

- 1) The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside school hours.
- 2) Academy Lunches (KS2) - The Academy will determine and publish when changes are made the price to be charged for school meals – this is in line with the price charged by our external provider.
- 3) The loss of school owned resources and equipment which are loaned to pupils e.g., reading books. At their discretion a charge may be made for the replacement of any item of school property that is lost or damaged.

The Academy will also charge for the completion of documentation as requested by parents/carers. This includes but is not limited to:

- online passport applications / residency requests and supporting documentation- £25.00
- school references - £35.00
- completion of questionnaires/documentation for private assessments initiated by parents - £35.00
(Please note that this will generally be a phone call with the assessor to answer any questions they have, we will not generally complete paper forms for private assessments)

Any charges must be paid before documentation is completed. The charge applied will be per document. Requests for information of this type must be sent to office@laceygreen.cheshire.sch.uk.

Please allow plenty of time for staff to complete requested forms / arrange phone calls with assessors. Please allow up to 20 academy days once the request has been paid for. Sometimes it may take us longer depending on demand and time of year.

There will be no charge applied where the parent/carer requests information that is already held by the school where no additional documentation must be completed. E.g. receiving copies of reports.

The Trustees may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in this policy precludes the Board of Trustees from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the pupils.

Voluntary Contributions

Parents may be asked for voluntary contributions towards additional activities organised by the Academy. These activities are known as 'optional extras'. *This list is not exhaustive:*

visits to museums; external visits, sporting activities which require transport expenses; outdoor adventure activities; visits to the theatre; school trips; workshops at school; musical events, curriculum themed days and weeks where additional resources may be required; Christmas Parties.

The school organises swimming lessons for all children in Years 4-6. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their permission for their child to take part in swimming lessons and for a voluntary contribution to cover the cost of transport.

Parents may be asked for voluntary contributions and if an activity cannot proceed without benefit of such contributions, then parents will be informed before the activity takes place. The Academy will need a financial commitment from at least 90% of parents to fund trips for them to take place

Where an activity is counted as wholly during the school day, no child will be excluded because his/her parents are unwilling to make a voluntary contribution to the costs.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided by the number of pupils willing to participate. The charge will not take into account any costs of staff employed by the school.

The Academy reserves the right to cancel any proposed activities/visits if there is insufficient voluntary financial support.

Remissions

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a contribution is made or where parents are in receipt of child tax credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or full.

Authorisation of remission will be made by the Principal and Head of Finance and Operations.

Criteria

If you wish to apply your child should meet one of the criteria listed below:

- a) Free School Meals
- b) Evidence of Universal Credit or Income support

Note: both options of full or partial payment will be explored by the Principal and decisions are taken on an individual case basis.

Damage

Parents may be asked to pay for the cost of damage to Academy property where this is the result of a pupil's misbehaviour.

Extended Services – Breakfast and After School Clubs

Parents are asked to pay for Breakfast and After School Club Sessions

Breakfast Club	7:30 am - 8:35 am
After School Club	3:10 pm - 6:00 pm

Refunds & Overpayments

- Where Parents/Carers have overpaid for fees via ArborPay or paid the wrong payment item there is a £5.00 fee for refunds.
- Where Parents/Carers have overpaid Childcare vouchers there is a £50.00 refund fee.
- Where Parents/Carers incorrectly assign their Childcare vouchers there is a £5.00 fee for transferring the funds to the correct payment item.

This policy will be reviewed and updated when any new guidelines and legislation are issued by any relevant bodies or where the Academy feels it is necessary.

This policy has been equality impact assessed, and we believe is in line with the Equality Act 2010. It does not have an adverse effect on race, gender or disability equality.

