

GAYTON PRIMARY SCHOOL AND NURSERY



Charging & Remissions Policy

Next Review due by:

September 2027

Aims:

Gayton Primary School and Nursery aims to:

- Have robust, clear procedures in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made
- Make clear to parents of nursery children which hours are free and which extras are optional.

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. For the nursery, charges also follow the Department for Education's statutory guidance on early education and childcare and the school's funding arrangements with Wirral Council.

Definitions:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

Roles and Responsibilities:

The local governing board of Gayton Primary School and Nursery have adopted the following policy in connection with the matter of charging for school activities. The governing board also has overall responsibility for monitoring the implementation of this policy.

Headteacher:

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff:

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with regular updates in relation to this policy and its implementation.

Parents:

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy. A copy of this policy is available from the school office and on the school website.

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)
- Musical and vocal tuition, in limited circumstances
- Certain early years (nursery) provision – see 'Nursery (early years) provision' below
- Community facilities.

Optional extras:

We are able to charge for activities known as 'optional extras.' In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The National curriculum.
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the governing board 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

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

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation.
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity 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 charge cannot include the costs of alternative provision for those pupils who do not wish to participate.
- Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

Charges cannot be made:

- If the teaching is an essential part of the national curriculum.
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority.

Residential visits:

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary Contributions:

As an exception to the requirements set out in section 5 of 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.

Some activities for which the school may ask parents for voluntary contributions include:

- Museum visits
- Science visits or workshops such as visiting Jodrell Bank.
- Visits or visitors who enhance the curriculum such as history workshops.

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. If the contributions made are not sufficient to enable a planned trip to take place, the Headteacher may cancel the trip or make such changes to the organisation of the trip as they think necessary.

Activities we charge for:

The school will charge for the following activities:

Activity	Charge
School meal- pupil	£3.35 (free for pupils in Reception, Year 1 and Year 2, and for any pupil eligible for free school meals)
School meal – adult	£3.35
Trips	Voluntary contribution, which varies per trip.
Residential Trips	Varies each year
Clubs	Depending on the provider. Most of our club providers are external to school and parents are requested to pay the club provider directly. School does not charge club providers for use of the premises.
Hall/classroom charge	£20.00 per hour (Hall) £15.00 per hour classroom.
Letting of school premises to S4YC	£82.50 daily charge.
Football pitch/Field	£10.00 per match.

Nursery (early years) provision:

Charges in our nursery are set in line with the Department for Education's statutory guidance on early education and childcare and the school's funding arrangements with Wirral Council. Children taking up a funded place (15 or 30 hours a week, depending on eligibility) receive those funded hours completely free of charge. We make no mandatory charges in connection with funded hours. In particular, we do not charge:

- top-up fees (the difference between our usual rate and the funding we receive);
- for materials, books, toys, equipment or learning resources needed to deliver the Early Years Foundation Stage;
- for general running costs such as staffing, premises, utilities or insurance;
- non-refundable registration fees, deposits or retainer fees as a condition of taking up a funded place;
- for additional support for children with special educational needs or disabilities as part of their funded hours; or
- any general or non-itemised charge on top of the funded hours.

We may offer the following extras, which are always optional:

- additional (private paid) hours beyond the funded hours;
- meals and snacks;
- consumables used by the child, such as nappies, wipes and sun cream; and
- optional activities, such as trips, events, celebrations or specialist classes, that are not necessary to deliver the Early Years Foundation Stage.

Taking up any of these is the parent's choice and is never a condition of accessing a funded place. Parents who prefer not to pay for meals, snacks or consumables can supply their own instead, and children who do not take part in an optional activity will still receive provision that meets the Early Years Foundation Stage requirements. Where a nursery child is a registered pupil of the school, is eligible for free school meals and attends both before and after lunch, their school meal is provided free of charge.

Nursery charge	Amount
Additional (non-funded) morning session, 8:45am – 11:45am	£23.25
Additional (non-funded) afternoon session, 11:45am – 2:45pm	£23.25
Additional (non-funded) full day, 8:45am – 2:45pm	£43.00
Extra childcare, 2:45pm – 3:15pm	£2.50 per day
Consumables and extra activities (optional)	£1.00 per funded session attended. Not charged where the session is paid for at the hourly rate.
Hot school meal (optional)	£3.35 per meal

All nursery fees are published on the school website. Before a child takes up a place, parents are told about any chargeable extras and record the extras they have chosen on a parental declaration. Invoices are itemised to show funded hours, additional paid hours, food, non-food consumables and activities separately. Parents may opt out of the consumables and extra activities charge by providing their own consumables; they should contact the school office to arrange this. Full details of nursery fees, payment and notice arrangements are in the Nursery Fees Policy.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (all households in receipt of Universal Credit, regardless of household earnings from 1 September 2026).

Parents should contact the Headteacher in the first instance. Costs will be met by the school from the school's budget (which may include Pupil Premium funding for eligible pupils). If the school does not have sufficient funds to meet these costs the Headteacher may cancel the trip.

Monitoring arrangements:

The Business Manager monitors charges and remissions and ensures these comply with this policy.