



Holy Trinity CE (C) Primary School

CHARGING AND REMISSIONS POLICY

Introduction

Holy Trinity CE (C) Primary School recognises the valuable contribution that a wide range of additional activities including clubs, visits and residential experiences can make towards children's learning, personal development and social education. The school aims to promote and provide such activities as part of a broad and balanced curriculum and as additional optional experiences.

The school is committed to ensuring that no child is excluded from any aspect of school life because of financial difficulty. Education provided during school hours is free of charge. This includes teaching and learning relating to the National Curriculum and Religious Education with the exception of items specifically set out in this policy.

Parents may be invited to make voluntary contributions towards the cost of educational activities. However, no child will be excluded from an activity because of an inability or unwillingness to contribute. If contributions are insufficient to fund an activity, the school may decide that the activity cannot proceed.

Charges

Holy Trinity CE (C) Primary School reserves the right to make charges in the following circumstances for activities organised by the school.

Optional extras

Charges may be made for activities which are defined as optional extras. Optional extras are activities which are not part of the National Curriculum and which take place mainly outside school hours. Charges will not exceed the actual cost of providing the activity.

These may include, but are not limited to, residential visits outside of school time, theatre trips, special curriculum events, workshops provided by third parties outside school hours and transport that is not required to deliver the curriculum.

Residential activities

Where a school activity involves an overnight stay, a charge may be made for board and lodging. Children eligible for Free School Meals will not be expected to pay for board and

lodging for residential visits which take place mainly during school hours or form part of the curriculum.

Outdoor education centres

When using Local Authority centres, the Local Authority charging policy will be followed. When using third party facilities, the school will set charges to cover the costs incurred.

Charging in kind

Charges may be made to cover the cost of materials or ingredients for activities in cookery, craft, design and technology and science where parents have indicated in advance that they wish to keep the finished product.

Charging for transport

Charges may be made for transport provided to or from optional activities that are not required as part of the curriculum.

Damage to property

Parents may be asked to meet the cost of wilful or negligent damage to school property and resources including equipment, library books and school buildings caused by their child.

General charges and arrangements

The school may review and amend the categories of activity for which a charge may be made at any time.

There will be a charge for school lunches for children not eligible for Free School Meals and for nursery children staying for lunch including one hour of extra child care following the morning session or before the afternoon session.

There will be a half termly charge for musical instrument lessons which attract a weekly fee. This will be payable at the beginning of each half term.

School run clubs will be charged in advance half termly and charges will be reviewed regularly. Additional charges will be imposed for parents who are late collecting their child from after school clubs. These charges will be shared with parents at the start of each half term and will be calculated using current staffing costs, room use and supervision requirements.

Nursery sessions will be charged where parents wish to access additional hours beyond their funded entitlement, or where funding eligibility has changed.

Wrap around care and nursery charges will be reviewed annually using current staffing costs, operational costs and financial guidance, to ensure that charges reflect the cost of provision without placing unreasonable burden on families.

Current charges for 2025 to 2026

Payment details	2022 to 2023	2023 to 2024	2024 to 2025	2025 to 2026	Date to begin
Paying lunches per child	£2.30	£2.40	£2.45	£2.50	June 2025
Sibling lunches	£1.75	£1.90	Same price	£1.95	June 2025
Breakfast club	£3.50	£4.00	£4.50	£4.75	September 2025
Sibling discount	£2.50	£3.00	£3.50	£3.75	September 2025
After School club	£4.00	£5.00	£6.00	Price review if opening times change	September 2025
Sibling discount	£3.00	£4.00	Same price		
Nursery half day sessions	£14.25 or £18.75 with lunch	£16.00 or £22.00 with lunch	£17.00 or £24.00 with lunch	£18.00 or £25.00 with lunch	September 2025
Nursery lunch	£4.50	£6.00	£7.00	Same price	
FS1 fund	£2 weekly	Same price	Same price	Same price	

External organisations that contribute to curriculum, sporting or enrichment activities will advertise their charges and collect fees upfront for the half term. These organisations are charged a letting fee for each club held on school premises. Please see the Lettings Policy for up to date charges. All providers must meet the school's safeguarding requirements including DBS and insurance checks.

A voluntary contribution may be requested to cover the cost of completing and signing paperwork such as passport documents.

Remissions

Children who are eligible for Free School Meals will receive remission for board and lodging on residential trips that take place during school hours or that form part of the curriculum.

The school recognises that some families may experience financial hardship which makes it difficult for children to take part in chargeable activities. When arranging such activities, parents may apply confidentially for a remission of charges in part or in full. Remission decisions will be made by the Headteacher.

Parents wishing to appeal a decision relating to charging and remissions should contact the Headteacher in writing.

Monitoring and review

This policy will be reviewed annually by the Headteacher and Senior Leadership Team, with oversight through the school's finance procedures.

Reviewed March 2025

Next Review May 2026

Headteacher: Mrs Jade Wakefield



Chair of Governors: Mrs Ruth Myers