



Sheepscombe Primary School

Policy on charging and remissions

This policy was adopted at a meeting of:	FGB
Held on:	Sept 2025
Date to be reviewed	Sept 2026
Signed on behalf of the Governors:	
Name of signatory:	Sachi Hatakenaka
Signed by Head teacher	
Name of Head Teacher	Mr Robert Gardner



Policy on Charging and remissions

1. Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition and swimming where a voluntary contribution is requested.

2. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, castles etc.;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school residential trips;
- musical events;
- visits to the science/literature festivals.

3. Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (e.g. DT, Cookery) parents may be invited to provide materials/ingredients or to make a financial contribution. This will be on a voluntary basis.

Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials/ingredients.

4. Residential visits

If the school organises a residential visit in school time, or mainly in school time we do suggest a charge to cover the costs of transport, board and lodging. The school would seek



to obtain charity funding for those children whose parents and carers are on low income and may not be able to afford to cover these costs. Children in receipt of Pupil Premium funding may have their trip paid or partially paid using this funding. If we cannot raise sufficient funding through these voluntary contributions, the residential visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

5. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons which is paid directly to the teachers. We give parents and carers information about additional music tuition at the start of each academic year.

6. Swimming

The school organises swimming lessons for children in the school. These take place in school time and are part of the National Curriculum. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part and make a charge for the transport and towards additional teachers.

7. Sports Activities

The school, at times, offers additional sports activities after school. A qualified coach/teacher, who is not a member of the school staff, would run and organise these sessions. Fees for these activities would be paid directly to the organisers. We currently run one sporting after school club which is not charged for.

8. Breakfast and After school clubs

The school runs a daily breakfast club from 8.00a.m which is charged at £2.50 per session via Parent Pay. The School runs daily After School clubs to 4.15p.m for which there is no charge, other than for Sewing Club as a professional seamstress comes to school. The seamstress issues and invoice to parents and payments to her are made termly in advance. Where the cost of Sewing club is prohibitive to the parents the school may support with funding or to access charity support to provide access.

9. Early Years (Little Lambs Nursery) - Hours, Funding and Fees

The school offers Early Years (Preschool) provision for children aged 3-4 years. Session options are:

- Morning: 8:45am - 12:00pm (3.25 hrs)
- Morning & Lunch: 8:45am - 1:00pm (4.25 hrs)
- Afternoon: 1:00pm - 3:15pm (2.25 hrs)
- Full Day: 8:45am - 3:15pm (6.5 hrs)



The school accepts Early Years government funding for eligible 3-4-year-olds, including the universal 15 hours, extended 30 hours. Parents must provide any required eligibility codes and indicate how funded hours are shared if their child attends another setting. The funded entitlement covers education and care only. Additional services such as meals, extended hours, and optional activities are charged separately.

If parents would like to access their full entitlement only, we have some flexibility on the start/finish times to accommodate this.

Fees apply for hours not covered by funding at a rate of £6.00 per hour for additional hours.

Parents may provide their children with a packed lunch or opt to pay for a hot school lunch. Lunches are charged at £2.85 per meal. These charges are added daily to ParentPay and parents must ensure sufficient credit in advance, in line with the School Meals section of this policy.

Little Lambs fees are invoiced in advance and must be paid via ParentPay. A full terms notice for cancellation must be given. Accounts must remain in credit; where this is not the case, access to Preschool sessions may be suspended until payment is made. Parents must supply their child's own nappies, wipes and creams if required. Where families are unable to provide consumables, the school will make appropriate arrangements to ensure access is not restricted.

10. Staffing and Additional Early Years (Little Lambs Nursery) Sessions

Provision is staffed in accordance with statutory EYFS ratios. Additional sessions may be offered where staffing allows; parents must request any changes in advance so that appropriate staffing can be arranged. Booked sessions remain chargeable in the event of absence unless agreed otherwise by the Headteacher.

11. School Meals

It is the responsibility of the parent or guardian to ensure that their child is provided with a nutritious meal at lunch time. Parents may opt to provide a packed lunch or to pay for a hot school meal provided by a contract caterer.

Parents can pay for school meals using the online ParentPay system. Meals must be paid in advance or as they use the service. There must be sufficient funds in the ParentPay account when booking meals, debt cannot be accrued.

If parents fail to make payment, a notice to pay arrears will be sent. If accounts remain in debt for 48hrs, the school may suspend access to the school meal service. If a child asks for a meal and payment has not been received, parents will be contacted to provide a packed lunch. It is the responsibility of the parent to ensure that there is sufficient credit before ordering meals.

Free school meals may be available to children of families on low income. Please ask at the school office for more details about qualification for this.

12. Universal Infant Free School Meals (UIFSM)



Children in Key Stage 1 (Reception, Year 1 and Year 2) are entitled to a free school meal. Funding for UIFSM is determined by pupil uptake as measured on pupil census days (October, January and May). Parents are asked to encourage their child to take a free meal on the census days even if they would not normally do so. This will help ensure that the school achieves maximum funding for UIFSM. Any shortfall in funding has to be met from within the school budget.

If a child is absent, the meal credit will be carried forward. If a child goes home from school after 10.30am the ordered meal cannot be cancelled, and the parent will be charged for the meal.

At the end of the academic year, any credit above £5.00 on ParentPay will be reimbursed for school leavers. For all other pupils, the credit will transfer to the new academic year. Please note that parents should endeavour to use up any credit on ParentPay before their child leaves. Credit cannot be reimbursed if the original credit transaction is more than 6 months old or the card has expired.

13. Other charges

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying, telephone calls.

14. Monitoring and review

This policy is monitored by the governing body, and will be reviewed every two years or earlier if necessary.