

GREENBANK PRIMARY SCHOOL

Charging and Remissions Policy



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Introduction

Greenbank Primary School is committed to ensuring equal access to all educational opportunities and experiences for every child. This Charging and Remissions Policy sets out clear and transparent guidance on when charges may be made for school activities, when voluntary contributions may be requested, and when costs may be reduced or waived. Where families may be unable to meet the full cost of an activity, the school may remit all or part of the charge. Eligibility will be determined in line with this policy and handled with sensitivity and discretion, ensuring that no child is disadvantaged or excluded from participation due to financial circumstances.

Aims

- To ensure equity and inclusion for all pupils, regardless of financial circumstances
- To clearly set out the activities for which charges may or may not be made
- To provide transparency for parents and carers regarding school charges
- To ensure that no child is excluded from an activity due to inability to pay
- To outline the circumstances in which remissions may be applied

Legislation and Guidance

This policy is based on the Education Act 1996 and guidance from the Department for Education on charging for school activities.

Definitions

- **Charge:** A fee payable for specifically defined activities
- **Remission:** The cancellation or reduction of a charge which would normally be payable

The School's Approach

Greenbank Primary School aims to provide a wide range of enriching experiences both within and beyond the curriculum. The school will ensure that:

- Education provided wholly or mostly during school hours is free of charge
- Charges are only made where permitted by legislation
- Voluntary contributions may be requested to support activities
- Parents/carers are informed in advance of any request for payment
- All financial matters are handled sensitively and confidentially

Activities Without Charge

There will be no charge for:

- Education provided during school hours, including materials, books and equipment
- Education provided outside school hours if it is part of the National Curriculum
- Religious education
- Transport provided in school hours to support learning

School trips and visits

When organising school trips or visits which enrich the curriculum and educational experience of the children the school does not charge for these activities where possible. When this is unavoidable due to entrance fees, we will notify parents well in advance. We may request a voluntary contribution but there is no requirement to pay.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to contribute to the cost of board and lodging. This is currently approximately 50% of the total cost.

We will offer payment by instalments for all children via our cashless system to make it as affordable as possible for parents. Children / parents who express a concern that they may not be able to go for financial reasons are able to speak with the pastoral team and Headteacher to find a resolution. Children should not be excluded from trips for financial reasons.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra Music lessons are not provided for at school as part of our curriculum. If parents wish to have extra Music lessons we signpost them to the appropriate services.

Swimming

The school organises swimming lessons for all children in Key Stage 2. 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 written permission for their child to take part in swimming lessons.

Breakfast Club

Breakfast Club runs from 8.15am to 8.45 am when the school day starts and children join their class. Parents must bring their child and sign them into the Breakfast club every day that they attend. This service is free to children attending.

After School Clubs

Wherever possible we try to offer after school clubs with no charge. Currently no extra-curricular activity after school clubs incur a cost.

School Dinners

Children who have school dinners, and are not entitled to free school meals, must pay the current prices for these (price available from the school office, currently £2.50. All dinner money must be paid through the Sims Pay cashless system for the full week **in advance** and children have to stay on their preferred lunch for the full half term. For full details of how dinner money debt is managed please see our dinner money debt policy.

Lost Books, Book Bags and Water Bottles

Children are given a free book bag when they start school in Nursery or Foundation. A charge is made for lost books, replacement book bags and water bottles. Re-fillable water bottles are on sale from the school office. The school may not make a profit on these items and we charge them at cost price.

Late Fee

A parent is charged £2.50 per child for every fifteen minutes each child is collected late after 3.30pm. However, if a parent is on their **3rd occasion of arriving late** to collect a child then this charge will increase to **£5.00 per child for every fifteen minutes** they are late in collecting their child. This increased fine of £5.00 for every fifteen minutes will remain as the charge for the remainder of the academic year. For full details please see our late fee policy.

Remissions

The school will consider requests for full or partial remission of charges.

Remissions may be available for:

- Pupils whose parents/carers are in receipt of qualifying benefits (such as Free School Meals)
- Board and lodging costs for residential visits, where eligibility criteria are met
- Other activities at the discretion of the Headteacher

All decisions regarding remissions will be:

- Made on an individual basis
- Handled with sensitivity and discretion
- Aimed at ensuring equal access to opportunities

Requests for Remission

Parents/carers who wish to apply for a remission of charges should contact the school office or speak to the Headteacher.

- Requests will be considered on an individual basis and in confidence
- The school may request evidence of eligibility where appropriate
- No child will be excluded from participation due to financial circumstances

Roles and Responsibilities

- **Governing Body:** To approve and review the Charging and Remissions Policy
- **Headteacher:** To ensure the policy is applied consistently and fairly
- **Staff:** To implement the policy and communicate clearly with parents/carers
- **Parents/Carers:** To raise any queries or concerns with the school

Monitoring and Review

- This policy will be reviewed annually
- The effectiveness of the policy will be monitored by the Senior Leadership Team and Governing Body
- Adjustments will be made where necessary to ensure fairness and compliance