

# Meanwood Primary School

## Charging and Remissions Policy



Next review date:  
October 2026

## **Document Control**

### **Revision History**

<b>Revision date</b>	<b>Revised by</b>	<b>Description of revision</b>
<b>October 2024</b>	<b>L Ripley</b>	<b>Reviewed to ensure policy reflects current practice</b>
<b>October 2025</b>	<b>L Ripley</b>	<b>Reviewed to ensure policy reflects current practice. After School Club charges amended.</b>

### **Document Approvals**

**This policy requires approval from : Resources Committee**

<b>Approval date</b>	<b>Approved by</b>
<b>21<sup>st</sup> November 2024</b>	<b>Resources Committee</b>
<b>27<sup>th</sup> November 2025</b>	<b>Resources Committee</b>

### **Document Distribution**

**This policy will be distributed to:  
Finance staff**

<b>Distributed to</b>	<b>How distributed</b>	<b>Date</b>
<b>Finance staff</b>	<b>email</b>	<b>2<sup>nd</sup> December 2024</b>
<b>All staff</b>	<b>Staff briefing</b>	<b>4<sup>th</sup> December 2025</b>

## **Introduction**

The Governors recognise that education provided by the school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.

An essential element in the work of the school is the range of additional activities that are offered through post school clubs and trips. The Governors fully recognise the valuable contribution these make to the personal and social development of pupils.

The Governors aim to promote, enhance and provide for such activities both as part of a broad and balanced curriculum and also as additional optional activities, fully recognising the voluntary contribution made to facilitating these by members of the school staff.

## **Charging for activities outside school hours**

The Governors will not exercise their right to charge for activities led by school staff outside school hours. Such activities might include extra-curricular clubs, sports practices and fixtures etc. However, parents may be asked to pay a contribution towards the cost of materials or ingredients, for example those used in a cooking or art club. Where outside providers lead clubs out of school hours, the parents will be asked to meet the charges levied by the outside provider.

## **Charging for curriculum materials**

The school budget will meet the cost of any ingredients or materials provided by the school for pupils making articles, models etc. arising from technology, art or any other curriculum area.

## **Educational visits / special events**

The Governors are anxious to enrich the curriculum through educational visits out of school and will make money available through the school budget to pay for the cost of a trip or special workshop / event for each class at least termly. The curriculum may also be enriched through the provision of theatre / music performances or other such special events or visitors in school, for which the school incurs a booking fee. On these occasions, if the event is linked to the curriculum, the cost will be met by the school budget and no charge will be made to children for participating.

No individual child will be refused the opportunity to participate in any school trip or event (other than residential trips) because their parent is unable or unwilling to make a contribution towards costs.

Parents are asked to contribute towards the Year 6 trip which is heavily discounted and if insufficient contributions are received the trip will not be able to go ahead.

## **Breakages, damage or loss**

The Governors may ask parents to pay a reasonable contribution towards the cost of replacing or repairing lost or damaged school property or equipment where the loss or damage is a result of a pupil's negligence. The charge for replacing a reading book is £4.

## **School Meals**

Governors agree to provide a school meal for pupils and staff who wish to purchase one and for pupils who are entitled to receive free school meals. Paid meals will be charged at a price which is set at the beginning of the school year. Governors have the right to increase these charges mid-year with a notice period of 30 days. The charge for a pupil meal is £2.50 per day for this school year. School meals should be paid for in advance, and should a parent run into arrears, the school reserves the right to ask the parent to provide a packed lunch for their child until the balance is paid off. The charge for a staff meal varies and VAT must be charged on the sale of these meals.

## **Breakfast Club**

Breakfast club (Early Birds) is provided to eligible pupils who book in advance up to a maximum number of 40 pupils. The Early Birds sessions include a substantial breakfast and child care. There will be a charge of £1 per session for the club and it is bookable through Arbor.

## **After School Provision**

After School Provision (Wise Owls) is provided to eligible pupils who book in advance up to a maximum number of 20 pupils. The Wise Owls sessions include a light snack, activities and child care. There will be a charge of £6 per session for the club and it is bookable through Arbor. There will be an additional charge of £1 per 5 minutes for late collection of children from the session.