Charging and Remissions Policy

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Version	Date	Approved By	Summary
1.0	September 2025	Resources Committee	Initial policy approval
1.1	September 2026	Resources Committee	Updates to meal prices

1. Policy Statement

The Governing Body of Bowlee Community Primary School is committed to ensuring that all pupils have equal access to a broad and balanced curriculum and a wide range of educational opportunities. The school recognises the valuable contribution that educational visits, residential experiences, extra-curricular activities and enrichment opportunities make to pupils' education and personal development.

The school will comply with all relevant legislation relating to charging and remissions and will ensure that no pupil is disadvantaged or excluded from an activity because of their family's financial circumstances. Charges will only be made in accordance with statutory requirements, and where charges are permitted, they will be levied fairly and transparently. The school will consider requests for financial assistance sensitively and confidentially.

2. Purpose

The purpose of this policy is to:

- Establish a clear framework for when the school may charge for activities and services.
- Ensure compliance with statutory guidance and relevant education legislation.
- Clarify the circumstances in which voluntary contributions may be requested from parents/carers.
- Set out the arrangements for remissions and financial support where appropriate.
- Promote equality of opportunity by reducing financial barriers to participation in educational activities.

3. Scope

This policy applies to all pupils, parents/carers, members of staff, governors and third-party organisations involved in the provision of activities organised by or on behalf of the school.

The policy covers:

- Educational visits and school trips.
- Residential visits.
- Extra-curricular clubs and enrichment activities.
- Music lessons.
- Materials, books, instruments and equipment where permitted by legislation.
- Damage to or loss of school property.
- Voluntary contributions requested to support educational activities.

- Remission arrangements and financial assistance available to eligible families.

4. Introduction

At Bowlee Park we aim to provide an exciting and inspiring curriculum with a variety of extra- curricular opportunities. All the education we provide during normal school hours is at no charge to pupils, but school may invite parents/carers to make a voluntary contribution to allow school to offer activities or experiences which otherwise might not be possible.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers.

5. School Trips/Visits and Activities during school time - Voluntary Contributions

When organising school trips, visits or activities to enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost of the event. All contributions are voluntary. If sufficient voluntary contributions are not received, the proposed event will be cancelled. If a trip does take place each child will be allowed to participate fully, without discrimination, irrespective of contribution circumstances.
School will request a voluntary payment from parents/carers for all school trips. Parents and carers have a right to know the cost of each trip, and school provides this information on request.

Payment for an activity must be complete, where possible, six weeks before a visit is due to take place. This will allow decisions to be made as to whether the trip/visit should be cancelled due to lack of contributions.

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
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events
- visits by artists for specific activities

Parents/carers will be notified by email/letter when a trip will be taking place and the cost per pupil for each trip/visit.

3. Music tuition

All children study music as part of the school curriculum. The school choir also has a weekly lesson. All music tuition is provided by HW Music Services. School does not charge for this.

Individual or small-group music tuition can be provided if requested by parents/carers if the uptake is sufficient. 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 and a charge for these lessons will be incurred by parents/carers.

4. Swimming

School organises swimming lessons throughout the academic year. These take place in school time and are part of the National Curriculum.

We make no charge for this activity. School pays for transport costs, tuition fees and hire of the pool. 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.

- Year 4 children go swimming for 17 weeks of the academic year for 1 hour per week

On completion of the sessions, parents/carers have the option to purchase a swimming certificate and badge.

5. After-School Clubs

School offers a wide range of additional activities after school. Some of the clubs are run by staff on a voluntary basis and there is no charge to parents or carers for these activities. For clubs requiring an external provider school may request a contribution to support the cost of these sessions.

6. School Minibus

School has a minibus for after school activities and curricular visits. Some members of staff have been trained and assessed to allow them to transport children. If children are transported in the minibus to venues there will be no charge made to parents/carers. School will subsidise the running costs of the minibus.

7. Breakfast Club

School opens the breakfast club at 7.45am each day. Children attending the breakfast club are charged:

- £5.00 per day/per pupil for a 7.45am start time.

8. Nursery Wrap Around Provision

School provides some additional nursery provision in addition to the 15 hours flexible entitlement. Additional morning/afternoons sessions are charged at a rate of £20 per session~~/~~£100 per week, if parents are not eligible for the 30 hours entitlement. Parents entitled to the 30 hours will be required to pay the difference of £3.00 per day / £15.00 per week to cover fees.

Parents are issued with a contract which they are required to sign and return. This is to ensure that they are aware of the terms and conditions of the service provision.

Additional nursery provision is subject to availability of places.

9. School Uniform

The Uniform Policy requires all children to wear a burgundy school sweatshirt/cardigan. Branded uniform is available from Broadbents of Middleton, is reasonably priced and of good quality and value for money.

10. Pupil/Staff/Visitor Meals

School Meals for Pupils

The Governing Board has direct responsibility for the provision and delivery of school meals. School sets pupil meal prices at the same level as the Council's contractor, Facilities Management. School follows guidance from the Local Authority on the price of school meals and increases prices in conjunction with the Local Authority.

School uses the Evolve system for ordering and payment of school meals. Payment is made in advance of the service provision to reduce the risk of debts.

Texts are sent on a weekly basis for any outstanding monies. Parents/carers are notified in writing if a decision is made to revoke the provision of school meals due to outstanding debts.

Refund of any dinner money paid will only be reimbursed when confirmation has been received in school direct from the Local Authority. Parent/carers must sign for any refund of monies and are issued with a receipt. A copy of the receipt is held in the school office.

Charges for a school meal with effect from September 2026 are £2.95 per day/£14.75 per week.

Staff Meals

Staff who request a school meal are charged £3.00 per meal for the service provision, unless requested by the Headteacher to support in the dining hall and assist pupils during the lunchtime period, then they will be entitled to a school meal free of charge.

Student and Visitors Meals

Students and visitors to school are welcome to request a school meal. A charge of £2.70 per meal will be charged for the service provision.

11. Christmas Dinner

All pupils are invited to Christmas Dinner. Pupils who do not normally stay for school meals will be charged the daily rate of a school meal for this day. As at September 2026 the daily charge for a school meal is £2.95. Catering for all pupils is provided by our in-house catering staff.

12. Loss or Damage

Governors reserve the right to ask parents to pay for the cost of replacing items such as:

- Damaged or lost exercise books/stationery items
- Any item damaged as a result of unsatisfactory pupil behaviour

13. Late Collection Charges

School will charge parents a late fee of £5.00 for any pupils who have not been collected by 3.40pm at the end of the school day.

School understands that occasionally emergencies may arise and school will support parents in exceptional circumstances.

School will keep a record of all pupils who are collected late. The late fee will be imposed if pupils are collected late on more than three occasions in a term, then each following late collection after until the end of that term.

14. Remissions

The Governing Board may from time to time decide to remit all or part of the cost of activities involving particular pupils. The Governing Board will invite parents to apply in confidence for the remission of charges. Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Board, normally represented by the Chair or Vice Chair of Governors.

15. Monitoring and review

This policy will be monitored and reviewed every year. It will review all terms and conditions set out in the Service Contracts, reviewing all current charges and implementing necessary price increases.