



# Charging and Remissions Policy

**Approved: Spring 2024**  
**Date of Review: Spring 2026**

Under the requirements of the Education Reform Act 1988 and the Education Act 1996, the Governors of **St Catherine's Hoddesdon Church of England Primary School** have determined their policy for charging and remission of fees.

This policy statement, together with the notes for guidance, is set out below and it should be understood that the notes for guidance constitute an integral part of this policy. The policy shall be reviewed as and when necessary.

## **Purpose**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. 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, which may prevent some pupils taking full advantage of the opportunities.

## **The Policy**

The Headteacher, staff and Governors of **St Catherine's Hoddesdon Church of England Primary School** will ensure that the following applies:

### Voluntary contributions may be invited for:

- Education provided during school hours (i.e., swimming lessons) including the supply of any materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, part of the school's basic curriculum for religious education or specified in the syllabus of a prescribed examination.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

It must be noted that such contributions are completely voluntary and pupils of parents/carers who do not wish to make such contributions will not be treated differently from those who do. All school trips are dependent on family contributions and are not-for-profit. If there are insufficient contributions to meet the costs of a trip, the Headteacher may need to take the decision to cancel the trip/activity.

### Activities for which charges may be made

#### *Activities outside school hours*

Non-residential activities (other than those listed above) that take place outside of school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

#### *Residential activities*

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose families are in receipt of certain benefits or who are experiencing financial difficulties may not be charged for board and lodging costs. Any concessions are at the Headteacher's discretion following written request and interview. As stated above;

All school trips are dependent on family contributions and are not-for-profit. If there are insufficient contributions to meet the costs of a trip, the Headteacher may need to take the decision to cancel the trip/activity. If this is the case, all monies (except the initial deposit) will be refunded.

#### *Music tuition*

Music tuition for individuals or groups of up to 4 pupils, unless listed under bullet point three in the section above.

#### **Breakfast and After School Club**

See attached Terms & Conditions (Appendix 1).

#### **Photocopying**

Request by organisations for photocopies of documents will be charged at 5p (profit making) and 2.5p (non-profit making) per copy.

#### **Remissions**

Remission of these charges will be made in accordance with the Act only in those cases where the Governors are obliged to do so; i.e., during a residential activity no charge for board and lodgings can be made to parents/guardians who are in receipt of universal credit

#### **Guidance**

##### Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours, even if some activities take place late in the evening. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

##### Breakages and damage to school property:

The Governors will charge parents/carers for the repair or replacement of school property damaged or defaced as a result of that pupil's unreasonable behaviour at the Headteacher's discretion.

##### School Dinners and Milk:

Milk will be charged for infant children in accordance with EU Regulations and families that wish to participate in school dinners will be charged in line with County pricing or free dinners to those who qualify.

## **Appendix 1**

### **EXTENDED SERVICES - BREAKFAST & AFTER SCHOOL CLUB**

#### **TERMS AND CONDITIONS**

The below Terms and Conditions relate to St Catherine's Primary School Breakfast & After School Club. Parents/carers must sign the bottom of the registration form agreeing to these terms and conditions, retaining a copy and sending a completed form to the school office. Any queries should be addressed before signing the registration form.

#### **Bookings and Payments**

Sessions must be booked and paid via the Arbor App. There will be a cut off for booking, 12 hours prior to afterschool session and 30 minutes before breakfast club. Any emergency bookings on the day, please contact the office on 01992 463214.

Children not booked in for BC or ASC will not be accepted at breakfast club or be picked up by the ASC staff from school.

There are 30 spaces available daily for Breakfast Club and 35 spaces available daily for After School Club.

Once you have booked your child's place via the Arbor App, bookings will only be refunded if 24 hours' notice is given or your child is sick.

#### **Timings and Fees are as follows;**

##### **Breakfast Club**

Breakfast Club opens at 7.45am (£5.00 per session).

Breakfast is served until 8.20am. Children arriving after this time will be given a breakfast/cereal bar. Breakfast Club is open each day during term time except for INSET days

##### **After School Club**

**Session 1**      **3.15-4.30pm** £5.00 per child. At the start of the session children receive refreshments (i.e., fruit, biscuits & a drink)

**Session 2**      **3.15-17.55pm** £9.00 per child. Children receive a 'light snack' e.g., toasted sandwich, wraps, beans on toast or a hot dog and a drink served at 16:30pm this is not intended to replace an evening meal just something to tide them over until they get home. Children are encouraged to become independent in getting their refreshments and snacks and to leave the area clean and tidy (we advise you collect your child outside of snack serving time).

##### **Collecting your child**

An authorised adult must sign the attendee(s) into Breakfast Club and out of the After School Club. Children will only be dismissed to adults named on the registration form. You must let staff know if you are unable to pick your child up and who is collecting them, a password system is in place and we will only let the child go with the adult who knows the password. Any confusion which leads to the child remaining in the club's supervision will result in a late fee being charged.

After School Club is held each day during term time except for INSET days

***It is very important that in case of an emergency, that all details on the registration form are accurate and up-to-date. Please ensure any changes are made in writing and handed to the school office.***

### **Absence**

If your child is not attending a booked ASC session, you must notify the school on **01992 463214 option 1** or the Club line on **01992 904404 (during club hours)** this is very important that you let us know otherwise, your child will be treated as a missing child which can lead to the police being called if we are unable to contact you.

### **Late Charges**

Parents/Carers whose children are booked into the first session must collect their child no later than 16:30 otherwise this will incur a charge for the full session.

The ASC closes at 17:55, parents/carers who do not pick up their children by 17:55 will incur a late collection charge of;

**£15.00 up until 18:10**

**£30.00 up until 18:25**

to cover overtime and caretaking costs. By accepting a place at the ASC, Parent/Carers agree to pay this charge. We expect all families to put in their own contingency plan should an emergency arise therefore ensuring all children are collected in time. These emergency contacts should be recorded on the registration form. Parents should contact the ASC staff and inform them of the arrangements.

**All** late pick-ups will be charged and reported to the Head Teacher. Should there be late collections more than 3x in a half term, your place may be withdrawn and only fees paid further than one month ahead reimbursed.

### **Refusal**

To enable all children to have fun safely, good behaviour is essential. The club will encourage and promote positive behaviour. Consequently, the club reserves the right to terminate your child's place as a consequence of unacceptable behaviour.

The Breakfast & ASC Staff aim to provide a safe, stimulating and happy environment for all children. If a child is unsettled after a period of time, or their behaviour is disruptive, for example bullying, racist, rude, badly behaved and does not respond to attempts of accommodation or correction then the Club reserve the right to temporarily or permanently exclude them. Our concern is the happiness and wellbeing of all children.

### **General Information**

The Breakfast & ASC provide additional care outside normal school hours. The clubs' policies and procedures reflect the school policies and procedures. A folder of Club Policies and Procedures is on view in the Club.

We will endeavour to provide an Ofsted registered high quality service to children and will seek feedback from parents / carers from time to time. If you have any concerns please speak to the Breakfast & ASC Manager. If unresolved please contact the School Business Manager. If you are unable to resolve the issue, please follow the schools formal complaint procedure.

***By accepting a place at the Breakfast or After School Club, you agree to these terms and conditions.***

**The school reserves the right to withdraw its extended school's services from any family should the above terms and conditions not be adhered to. This includes persistent;**

- rudeness to any of our staff (parents and children)
- non-payments of fees
- late collections
- disruptive/anti-social behaviour

I agree to the terms and conditions stated above.

Childs Name \_\_\_\_\_

Signed  
parent/carer \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_