

Cecil Road Primary & Nursery School  
Together we achieve more



# Charges and Remissions Policy

<b>Ratified by Governors</b>	<b>21/05/2026</b>
<b>Reviewed</b>	<b>18/05/2026</b>
<b>Next review</b>	<b>18/05/2027</b>

## **Charging Policy**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;
- School equipment;
- School funds generally.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may cancel the event. If an event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. 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. 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 the theatre;
- School trips;
- Musical events;
- Visitors to school, e.g. Victorian, Tudor, Viking days.

## Nursery Provision Additional Hours

At Cecil Road Primary & Nursery School, we are able to offer 30 hours of Nursery.

The nursery day timings are as follows:

### 15 hours

8:30am – 11:30am – Morning nursery

or

12:30pm – 3:30pm – Afternoon nursery

### 30 hours

8:30am – 3:30pm (with one hour chargeable lunch club 11:30am – 12:30pm).

If you wish for your child to join the nursery for lunch daily either at the end of their morning session or before the afternoon session, this needs to be every day of the week and paid in advance.

		Packed Lunch	Hot School Dinner
Payable Weekly	Additional One Hour	£30.00	£30.00 + £3.37 per day

If your child is 30 hours you can pay for your child to remain on site at lunchtime, this needs to be booked and paid for in advance.

	Daily Rate	Weekly Rate	Hot School Dinner
Extra hour 11:30am – 12:30pm	£6.00	£30.00	£30.00 + £3.37 per day

If families are not eligible for a funded place but would like to apply for an extension to their 15 (universal) hours, we offer a **limited** number of paid places. As these places are limited, we ask that you state the nature of any special circumstances which would support your application for a paid Full-Time place. These would be reviewed on a termly basis.

In order to access our extended provision, children must attend the nursery every day. Children will receive their three hours funded time each day, with parents paying for the additional four hours (11:30am -3:30pm). Each place is charged at £24 per session totalling £120 per week. If a hot lunch meal is required, this would be at an extra cost (£3.37 daily). All 5 days must be attended each week.

**Confirmation of requested hours will need to be made before the beginning of each term and will be charged in full regardless of non-attendance. Payment of**

**any additional hours will be requested by invoice and should be paid by the beginning of the term. Failure to make payment will result in the additional hours provision being withdrawn.**

## **Residential Visits**

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of part of the charge for board and lodging:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related employment and support allowance
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs

## **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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits may get help with payment. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for all children in Foundation, Key Stage 1 and Key Stage 2. These take place in school time. We inform parents when these lessons are to take place, and we ask parents for their permission for their child to take part in swimming lessons. Parents/Carers are asked to pay a £1 contribution towards each session.

## **Clubs hiring the school premises**

After school clubs that hire the school's facilities will charge their own rate for tuition, this is not imposed or controlled by the school. These clubs will draw up their own

contractual agreements with parents and children. The school takes no liability for loss, damage, injury or costs incurred; this is the sole responsibility of the facilitator.

### **Breakages and Lost or Damaged Books**

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, parents will be invited to pay a contribution to cover the whole or part of the cost.

### **Extra Curricular Activities/Extended Schools**

The school will endeavour to offer the children a range of optional extra curricular activities to widen their experiences, e.g. netball, football, gardening, multi sports clubs. Parents will be asked for payment if staff/coaches are employed to run the clubs. Those who are entitled to pupil premium can participate in one funded activity per term. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

### **Design Technology**

The Design Technology curriculum requires the children to plan, design and make items which sometimes require additional materials. It may be necessary to make a voluntary small charge to cover the cost of these materials.

### **Refunds and Repayment**

If a club provided by the school, not an outside provider hiring the school's facilities, is cancelled then a refund will be given if the teacher or coach is unable to arrange an alternative day to replace the cancelled session.

Payment made for educational visits will not be refunded as the costing for the trip will have already been calculated.

### **Late Collection**

Children that are not collected on time will be taken to Wrap Around Care club and charges for the additional childcare will be added to Arbor the following day. Up to 1 hour will be charged at £5.