Charging Policy

Version	3
Date of latest version	October 2026
Date to be reviewed	November 2027
Changes:	
ASC Sessions and Charges Updated School Holiday Club section added	

Context
The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

No charge can be made for admitting pupils to school. Education provided during school hours is free. However, charges and voluntary contributions are made for some activities undertaken by pupils in school. Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The staff and Governors of Oliver's Battery Primary and Nursery School believe that all pupils should have equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

General Guidance
Any activity for which parental contributions are being considered should be classified as being either one for which parents can legally be charged, or one for which voluntary contributions should be requested

Charges or voluntary contributions should normally be set at a level that will just recover the costs, provided that money is collected for all of the children involved. The possibility of the school making a profit from any activity is specifically excluded

The school may set a lower charge than required to cover costs in the case of activities that promote the values or status of the school. The approved school budget should allow for this eventuality

Activities for which charges can be legally levied

Activities for which charges can be legally levied include:

- Music tuition provided for individual pupils or in groups up to four.
- Board and lodging costs on residential visits.
- Residential school trips that fall for the most part outside normal school days.
- Activities that are held outside the normal school time.
- Activities provided on a commercial basis by an external organisation, provided that such activities are not part of the school's delivery of the national curriculum.

For further guidance on the status of charging for residential trips, the school should check the rules as explained in "The Department of Education Charging for School Activities"
The cost for residential trips will be broken down showing board and lodgings as chargeable and other costs eg coach, activities as a voluntary contribution.

When charges are lawfully allowed, the school's policy is that they will be levied. Pupils may be excluded from the associated activities if their parents are not willing to pay. Exceptions to this will be in cases of genuine financial hardship.

As a guiding principle the school will offer support to children who are in receipt of free school meals or who are known by the Headteacher to be from families in financial difficulties. They shall be *entitled* to a reduction of 50% off the cost of the residential visit. In exceptional circumstances, at the discretion of the Headteacher, families may be offered a further reduction. The school's annual budget will reflect this.

Music Tuition

Termination of music tuition will require a notification period of half a term. Fees must be paid during a period of notice. The request for termination of tuition is required in writing.

Damage, neglect or loss of property

A charge may be levied in respect of wilful damage to, neglect or loss of property, including premises, furniture, equipment, books or other materials. Such charge to be the cost of replacement or repair or as decided by the Head Teacher to be appropriate

Activities for which voluntary contributions are requested

a. Parents may be asked for voluntary contributions to help support the school for any purpose. All such requests will be delivered in writing and must be approved by the Headteacher. They will include the following words:

   "A voluntary contribution of ------ per pupil is kindly requested to fund the cost of ----------

-----."

In addition, if appropriate, the following sentences may be added.

"However if there are insufficient voluntary contributions, this activity may have to be cancelled. If this happens, all contributions will be returned".

b. Judgement as to whether such requests are appropriate should be guided by the following considerations:

- Parents are more likely to support contributions for transport or special materials. Contributions requested in support of what parents regard as core subjects will meet with less favour.
- The school should try to avoid sending out a number of requests to the same year group within a short space of time.
- Where possible there should be consistency across year groups in the way that activities are targeted for voluntary contributions.

Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end:

- notification of school trips and their approximate cost will be made as far in advance as possible so that parents can plan ahead.
- parents may be given an opportunity to pay in instalments.

Other Sales

All other sales must be paid for in advance.

School dinners

All meals taken by children that are not on Free School Meals or Universal Free School Meals are chargeable at the appropriate rate. Parents may wish to pay daily, weekly or termly in advance. Parents are reminded of outstanding amounts once they exceed £30 and if the debt rises then the child will no longer be able to have a school dinner until the debt has cleared and a packed lunch must be provided. If parents are having difficulty clearing the debt they may speak with the Business Manager as it may be possible to pay by instalments until the debt is cleared.

Early Morning Club

The school offers an optional Early Morning Club to pupils from 7.50am until 8.45am, for which there is a charge of £3. Food is not included but pupils may bring in their own.

After school club

The school offers after school care. Places are bookable on the ScoPay website or app 48 hours in advance.

There are five sessions available to parents:

- 1530-1700 at a cost of £9.50
- 1530-1800 at a cost of £15.00
- 1630-1800 after a provider run club at a cost of £9.50
- 1630-1700 after a provider run club at a cost of £5.00
- 1.5 hours around a provider run club at the cost of £9.50

If an emergency place at After School Club needs to be booked less than 48 hours in advance, please contact the school office. The price for each session rises by £2.00 in this case.

The club reserves the right to refuse a booking for a child, or cancel an existing booking, for specified reasons: persistent unacceptable behaviour or behaviour that compromises the safety of the child or others; payments significantly in arrears; regular late collection; unacceptable parental behaviour.

A parents' ScoPay account must be in credit to use After School Club or Early Morning Club. We do not allow debt to be built up against wrap around care bookings.

Staff will have free access to wrap around care during their working hours

Summer Holiday Club

The school operates a School Holiday Club on certain days over the School Holidays. The club runs from 9am – 5pm and does not include lunch or snacks.

The cost of a day at Summer Holiday Club is £28 per child. Children in Year R to Year 6 may attend.

A late collection fee applies after 5pm. We reserve the right to charge £5 for every 15 minutes late that a child is collected.

Nursery Class

The Nursery class is open Monday- Friday 0845 – 15.15. With the following hourly rate:

Hourly rate	£7.00

Children aged between 3 and 4 years of age in the term after they are 3 years of age are entitled to a minimum of 15 hours free early education a week. We also offer 30 hours per week funding for 3- and 4-year-olds if eligible. Eligibility can be checked via HMRC website.

Those children eligible to the 2-year-old funding are also entitled to 15 hours a week.

Invoicing:

Invoices will be given to parents termly and will need to be paid within 28 days. Half termly invoicing is available on request.

Accepted payment methods are BACS payment, online debit card payment, cash and childcare vouchers.

Families are still charged if a session is cancelled or missed.

If a payment has not been met, a reminder will be sent with a copy of the invoice and the amount owed. We reserve the right to cancel a booking or not take any further bookings should a parent/carer not pay monies owed.

We ask parent/carers to provide half a term notice in writing if their child no longer wants to attend the session.

Request to change or increase the number of sessions can be made via a form on request at the office. We will accommodate a request as soon as possible.

Optional Clubs

The school offers various after school clubs as optional extras. Where the school is charged for this provision by sports coach, this cost must be paid for by the parent. If the parent falls into arrears with payment, the school has the right to refuse access to the provision until payment has been made.

Some after school clubs are organised by staff external to the school, parents may then pay the club direct.

Monitoring

The governing body will undertake a yearly review of charges levied under this policy. This will include:

- A review of the number, cost and type of activity requests made
- A check on the acceptability of costs to the school