



Charging and Remissions Policy

September 2025

Date of policy approval: September 2025

Date of policy review: September 2026



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST



Charging and Remissions Policy

Aims and Objectives

Swallownest Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and the following policy and procedures aim to ensure that no child is discriminated against with regards to school trips, activities and educational extras.

Legislative framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) Charging for School Activities

Definitions

- Charge/charging: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Charging

School meals

A charge for school meals is made for pupils who are not entitled to either Benefit Funded Free School Meals or Universal Free School Meals.

Voluntary Contributions

We are able to ask for voluntary contributions from parents and carers to fund activities during school hours which would not normally be possible. Such activities include trips organised by the school, sports activities or visits made to the school by people who enrich the curriculum. All such contributions are voluntary and there is no obligation for parent or carers to make any contribution and no child will be excluded from an activity if parents are unwilling or unable to pay. If, however our school does not receive sufficient voluntary contributions to cover the costs of an activity, the activity may be cancelled. Our school may subsidise the costs of activities from its own budget. Our school will never ask for extra contributions from parents/carers in order to cover the costs of those who do not pay.



Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. We currently use Rotherham Music Service for peripatetic tuition and all fees are now collected directly by them. Parents must sign to agree to their terms and conditions of lesson provision.

Breakfast Club

Breakfast Club is currently provided on site by an external provider: SJD. An SLA is in place to provide this service and any bookings and subsequent charges are made directly to school and not through the provider.

After-school Clubs

We offer a range of After School Enrichment Activity Clubs which carry a nominal charge to parents. The charges for clubs are advised in advance, each half term and parents must provide consent and payment via Arbor MIS system, in order for their child to attend. We do also currently offer an After School Club with an External Provider arranged through an SLA. Any bookings and subsequent charges are made directly to school and not through the provider.

Early Years Education/Nursery Fees

15-hour places: All children are entitled to apply for a 15 funded hour place at Swallownest Primary School the term after they turn three. Paperwork confirming eligibility for this is given in application packs. The child's birth certificate must be seen to confirm date of birth before a place can commence. This applies from the first day following their third birthday.

30-hour places: Parents must apply online to be eligible for a 30-hour funded place at www.childcarechoices.gov.uk. Certain criteria apply, please refer to the childcare choices website for up to date information regarding eligibility.

To keep your 15 or 30 hours free childcare place you need to check your details are up to date every 3 months. It is the responsibility of the parents to apply and reconfirm their details every three months.



Any extended hours of nursery provision are chargeable directly to parents/carers and we will invoice monthly for any fees due. Please check with the school office for the current charge.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

Acts of vandalism and negligence

The school reserves the right to recover part, or whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a parent or pupil.

Remissions

Pupils who are currently in receipt of Benefit Funded Free School Meals will receive the following remissions:

- One day educational visits receive a 20% reduction on costs of £10 and over
- Residential visits will incur a cost of the deposit for the visit