

HOLLYFAST PRIMARY SCHOOL

Charging & Remissions Policy



2025-2026

CHARGES AND REMISSIONS POLICY

SUMMARY

Charges and remission for pupils

According to the provision of the Education Reform Act, the Governing Body issues this policy statement on charges and remissions.

Charges are not allowed for any activity in school, with the following exceptions:

- Individual music tuition with parental agreement.
- Board and lodgings on residential trips (charges at actual cost except in the case of Plas Dol-y-Moch.) A reduction of cost of board and lodging can be remitted for children of parents in receipt of family credit or income support.
- Optional extras, that is, those activities which take place mainly or entirely out of school time.
- Certain materials, in Food Technology and Design Technology, for example, where pupils are taking the product home.
- Examination fees in certain circumstances, for example where the pupil has not been prepared for that examination by the school or where a pupil does not complete examination requirements without good reason.
- Examination fees where the candidate has previously failed the examination.
- Wilful damage to equipment or materials.
- The school may ask, not require, parents to make voluntary contributions to such activities as educational visits in school time.

STATEMENT OF CHARGES AND REMISSION OF CHARGES

INTRODUCTION

The Governing Body of Hollyfast Primary are conscious of the valuable contribution which can be made to children's education by educational activities beyond the school and beyond day to day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.

The following statements on Charging Policy and Remission Policy are intended to fulfil the legal requirements in this respect.

Educational visits are self-financing as charges are not permitted to be supported through the school budget. The cost of the visit is calculated on the basis that all pupils are attending and based on the actual cost of the venue, event charges, external personnel and transport costs if applicable. These costs are shared equally through the contributions from parents and we require all contributions in order for the educational visit to go ahead.

However, it will be recognised that many activities would be put in jeopardy by a shortage of funds unless supported by voluntary financial contribution from parents and by funds raised through the efforts of the school and all associated with it.

The Governing Body have agreed that we are unable to offer refunds if your child is absent and unable to attend, or approval withdrawn, as costs have already been calculated and charges incurred and the school is unable to subsidise these visits from the delegated budget.

For those families in receipt of family credit or income support (see qualifying benefits on page 5), the Governing Body may offer a remission towards the charges of activities outlined in this policy.

The Governing Body have established a fund “Hollyfast Primary School Fund” which they intend to use to sustain and encourage activities and they will from time to time invite contributions to this fund.

Charging Policy

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by Local Authorities in England as follows:

Board and Lodging on residential visits

A charge will be made for board and lodging for pupils taking part in residential visits whether these are required as part of a prescribed public examination or specifically to fulfil the statutory requirements of the National Curriculum or religious education, or provided as an optional extra.

The charge will be at actual cost except in the case of authorised visits to Plas Dol-y-Moch Outdoor Pursuits Centre where the charges will be in accordance with scales set from time to time by the Coventry City Council.

Coventry City Council’s Outdoor Education Service has received a remissions budget to provide financial support to pupils who are in receipt of free school meals based on FSM criteria. However, due to the severity of the financial cuts imposed on the City Council by central government, and significant changes to School Funding arrangements, the remissions budget has been deleted. Schools no longer receive a reduction in the overall charge for pupils who are on the FSM Register.

Optional Extras

Optional extras are those activities which take place mainly or entirely out of school hours and which are provided in addition to the school curriculum.

The City Council will not provide financial support for “optional extras” provided by the school and the school is required to ensure that any costs incurred must be fully covered by income generated. Optional extras provided from time to time by the school include for example evening theatre visits, visits to other countries to enhance language studies, visits to sporting events, visits to musical events, visits to exhibitions, Outdoor Studies trips and residential experience of a variety of kinds. A charge will be made at actual cost to all participating pupils for optional extras. Such costs could include an appropriate element for:

- (a) a pupil’s travel costs ;

- (b) a pupil's board and lodging costs;
- (c) materials, books, instrument and other equipment;
- (d) non teaching staff costs;
- (e) entrance fees to museums, castles, theatres etc. ;
- (f) insurance costs;
- (g) teaching staff specifically engaged for the activity.

The actual cost will be made known to parents before they are asked to agree to their child taking part in the activity and participation of each child will be subject to parents agreeing to meet the charges.

Materials used in school

The school will provide all materials and equipment (but not clothing) required for purposes of the curriculum. Essential protective clothing for example safety goggles will be provided by the school. In the case of Design Technology and Food Technology, a charge may be made for, or parents may be required to supply ingredients and materials if parents wish their child to take the product home. The charge in such cases will be not more than the actual cost of the materials and will be declared in advance to parents.

A charge may be made, at the discretion of the Head Teacher, for any wilful damage to equipment or materials, or for any loss of such equipment or materials when these have been placed in a pupils care.

Remission of charges

Having regard to the provision of the Education Act 1988 and the policies of Coventry City Council the Governors of Hollyfast Primary School will from 1 April 1989, remit charges in the following circumstances:

1. Board and lodging on residential visits.
 - 1.1 Plas Dol-y-Moch.
 - 1.2 Other residential visits deemed to take place during school hours or provided as part of a prescribed public examination or in order to fulfil statutory requirements relating to the National Curriculum or religious Education.

Remission to parents in receipt of specified benefits and pupils entitled to free school meals via Pupil Premium. Governors must be able to meet these costs.

Optional Extras

The Governing Body may at its discretion remit charges in respect of individual pupils or groups of pupils to enable them to take part in activities which are classed as "optional extras". Such remission will be granted in whole or in part having regard to the recommendation of the Head Teacher of the School and will be financed from the Hollyfast Primary School Fund.

Universal Free School Meals

In England, children may be entitled to receive free school meals if their parents receive certain support payments. Parents of eligible children need to register their child with their Local Authority for supported free school meals to ensure the school receives the maximum pupil premium allocation. From September 2014, all children in reception, year 1 and year 2 in state-funded schools in England will be eligible for universal free school meals.

Please note: Registration for free school meals is requested in order to trigger the pupil premium payment. Local Authorities have access to the eligibility checking service and can help you find out if you are eligible for supported free school meals.

Before & After School Club Charging Protocols

Hollyfast Before & After School Club is an additional provision that is based on the needs of our parents and local community. The provision cannot be subsidised by the delegated budget which is for the compulsory education of school age children – this is an extended service provided by the school. The provision will be reviewed annually to ensure it remains self-financing and sustainable.

Invoices are to be paid **in advance**, as per your agreed contract. **Failure to pay your fees will result in you losing your place at the Before & After School Club.**

Payments must be made online through the My Child at School App (MCAS).

Charges are based on actual school days within each calendar month and do not include training days/bank holidays.

A retention is not charged during holiday periods.

The Governing Body and the Head Teacher takes responsibility for Hollyfast Before & After School Club. As this provision will be part of the school, all school protocols and policies will apply and are available from the Head Teacher, School Business Manager, or Hollyfast website.

Admission to the 'Before and After School' club is based on a waiting list, with priority being given to working parents. A place is conditional to both the parent and the child adhering to policy and guidance.

Half a terms notice is required for a termination of a place or a reduction/change to the agreed contract. Charges will continue to be applied until the cancellation period has ceased unless the place can be filled and then charges will cease at that point. We require any request to cancel/alter sessions to be put in writing and handed to the school office.

Remissions can only be agreed by the Governing Body in line with the Charging Policy and linked to parents in receipt of qualifying benefits. * see page 7

Retention of a place (free of charge) is not available as this prevents other children of working parents from benefitting from the provision.

Pre-School

Hollyfast Pre-School is an additional provision that is based on the needs of our parents and local community. The Pre-School cannot be subsidised by the delegated budget which is for the compulsory education of school age children – this is an extended service provided by the school. The provision will be reviewed annually to ensure it remains self-financing and sustainable.

Invoices are to be paid **in advance**, as per your agreed contract. **Failure to pay your fees will result in you losing your place at the Pre-School.**

Payments must be made online through MCAS.

Charges are based on actual school days within each calendar month and do not include training days/bank holidays.

A retention is not charged during holiday periods.

The Governing Body and the Head Teacher takes responsibility for Hollyfast Pre-School. It is part of the school and policies are available from the Head Teacher or School Business Manager.

Admission to Pre-School is based on the schools admission policy. A place is conditional to both the parent and the child adhering to policy and guidance. Retention of a place (free of charge) is not available as this prevents other children from benefitting from the provision.

Remissions can only be agreed by the Governing Body in line with the Charging Policy and linked to parents in receipt of qualifying benefits. * see page 5.

Retention of a place (free of charge) is not available as this prevents other children from benefitting from the provision.

Extended Services & Lettings Agreement

- Lettings applications should be made in writing and sent to admin@hollyfast.coventry.sch.uk for approval.
- Times stated must include time for any preparation and packing up.
- If a letting ends considerably earlier than expected, the hirer should either notify the duty site services officer or leave someone in charge of the premises until the site services officer arrives to secure the premises.
- If an event over-runs, additional charges will be made.
- All charges for lettings are in line with Local Authority charges and cost of SSO overtime. Charges to be paid in advance.
- If the hirer defaults on payment, the lettings contract is terminated with immediate effect.

- A booking cancellation requires at least 3 working days before the date booked, otherwise the full hire charge will be payable.
- The School Governors reserve the right to cancel any booking and reserve the right to cancel without giving any reason.

HOLLYFAST PRIMARY SCHOOL
SUMMARY OF PERMISSIBLE CHARGES FOR SCHOOL ACTIVITIES

Type of Activity	Mainly or entirely in school hours		Optional Extras * Mainly or entirely out of school hours	
	Charges	Remissions	Charges	Remissions
Educational Visits, travel, entry fees, additional non-curriculum activities (within school day), themed activities etc	Charges - not to exceed actual cost and financed by voluntary contributions through official budget – if voluntary costs are not achieved to cover the cost of the educational visit (and costs cannot be subsidised through the official budget) then the visit may have to be cancelled at the discretion of the Governors.	Remission to parents in receipt of benefits and pupils entitled to free school meals via Pupil Premium. Governors must be able to meet these costs.	Charge not to exceed actual cost e.g. evening theatre visits, school holiday excursions, weekend visits.	By the discretion of the Governors.
Board and lodging on residential visits	Charge not to exceed actual cost.	Remission to parents in receipt of benefits and pupils entitled to free school meals via Pupil Premium. Governors must be able to meet these costs.	Charge not to exceed actual cost.	By the discretion of the Governors.
Music Tuition	Charge for individual tuition which is not part of approved curriculum	By the discretion of the Governors.	*Where activities outside school hours are an essential part of the curriculum these are not classified as ‘optional extras’ and no charge may be made.	
Materials E.g. Design Technology and Food Technology	Charge not to exceed actual cost.	By the discretion of the Governors.		
Before & After School Provision			Provision cannot be subsidised by the Delegated Budget. Remissions can only be agreed by the Governing Body for parents in receipt of qualifying benefits.	
Pre-School			Provision cannot be subsidised by the Delegated Budget. Remissions can only be agreed by the Governing Body for parents in receipt of qualifying benefits.	
<i>The Governing Body have agreed that we are unable to offer refunds for the above if your child is absent and unable to attend, or approval withdrawn, as costs have already been calculated and charges incurred and the school is unable to subsidise these visits from the delegated budget.</i>				
*Qualifying Benefits: Child Tax Benefit - Income Support - Income-Based Job Seekers Allowance - Income Related Employment and Support Allowance - The Guarantee Element of State Pension Credit - Asylum Seeker (Immigration & Asylum Act 1999, Part VI) Please note: Working Tax Credit is not a qualifying benefit and does not qualify for Free School Meals or additional remission				