

Newton Hill Community



Charging and Remissions Policy

March 2026

Approved by GB March 2026

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed the Education Act 1996, referenced to the DfE Policy: Charging for School Activities (Nov 2013)

Definition

The school day is defined as: 8:50-12:00 and 1:00-3:20/3:15.

Nursery day is: 8:45-2.45. If your child accesses the full 30 hours over 5 days you will be charged £3.75 per day for the extra time: 2.45pm-3.30pm.

Alternatively, you can collect your child at 2.45pm instead of paying the extra charge.

See the EYFS Charging Policy.

No charge is made for admitting children to maintained schools and education provided during school hours is free.

All 3- and 4-year-olds are entitled to 15 hours of free education in our school. This must be taken as all morning sessions; we do not offer the flexibility in our school where the 15 hours can be taken over full days.

In addition to this, parents/carers are entitled to an additional extended hours under the 30 hours funding scheme. Please refer to our EYFS Charging Policy for more information.

We do not allow debt over £30 for EYFS 30 hours.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum there will be a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, Visitors to school as part of Topic work. In these circumstances no pupil will be prevented from participating because their parents/carers cannot or will not make

a contribution. If insufficient funds are available, it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a drama group or storyteller, to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Voluntary Contributions

The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips and staff led extra-curricular clubs etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled. Sometimes contributions may be required for some staff led extra-curricular activities e.g., if the activity is baking.

There is no obligation to parents/carers to make any contribution. The child will not be excluded from any activity due to their parents/carers either unable or unwilling to pay for activities in school hours.

If your child is not able to attend a visit, which has been costed to include them, then a refund can be given for costs not incurred due to their non-attendance e.g., entrance fees.

The school may ask parents/carers to pay for damage to school property or equipment where this is a result of inappropriate behaviour. Parents/carers may also be asked to pay a nominal amount for books/resources which are lost/damaged.

School Meals

There is a charge for school meals and this is paid directly to the catering provider. School meals are currently free for Reception to Year 2 children. Forms are available for parents/carers who may be eligible for free school meals. Please contact the school office for more information. School office monitor meal debts daily, and if this reaches in excess of £30, school dinners will not be authorised to order. Your child must provide packed lunches until the debts have been paid off.

Ideally school meal accounts should be topped up with funds prior to the day of the meal.

Residential Activities

Children are offered a residential visit in Year 6. Parents/Carers must pay the amount for board and lodgings in full as well as a contribution towards the coach.

Parents/Carers who can prove they are in receipt of benefits in List 1, will be exempt from paying the cost of board and lodgings for residential visits.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example Discos etc. Such activities are not part of the National Curriculum or religious education. Where we wish to charge, we will tell parents/carers in advance the amount and how to pay.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Music Tuition

All music tuition fees are paid directly to the external provider. The school is not involved in the payments between parents and outsourced music tuition.

Before and After school Club (Newts)

The school provides access to a Before and After School club which is open from 07:30 to 08:50 and again from 3:15 – 6pm. Places are required to be booked and paid for in advance of sessions. There are some adhoc spaces available and these can be requested by contacting Newts Directly at newts@newton-hill.org.uk or by calling 07823883097.

Please refer to the Newts Policy (available from the school office) regarding charges and booking requirements.

List 1

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £19,995 for the year.
- Guarantee element of State Pension Credit; and
- An income-related employment and support allowance.