



FALCONHURST SCHOOL

CHARGES AND REMISSIONS POLICY

Review Date: October 2025

Next Review Date: October 2026

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School residential trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. Where additional grant funding is available, this may be used to ensure that wherever possible no pupil will be excluded from a school based, or whole cohort visit because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. In respect of residential trips, pupils who are unable to participate in the residential will still benefit from learning activities within school.

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include:

- School Trips
- Enrichment activities e.g. external dance group or specialist music lessons

Breakfast Club

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis. For financial year 2023-2024 these are set at £1 per day or free of charge to children eligible for the Pupil Premium grant.

Falconhurst Nursery

The School will charge parents for this service, and the scale of charges will be approved by the Governing Body on an annual basis. For the academic year 2024-25 these are set at £5.73 per hour in excess of the 30-hour funded Nursery place. This charge is to cover additional staffing over lunch and not for the provision of food.

Ancillary Services

The School may offer additional non-educational services and the scale of charges will be approved by the Governing Body on an annual basis. This includes the sale of School uniform and related items; an itemised list of individual item costs is attached as Appendix 1.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (personnel, insurance and heating). The scale of charges and terms and conditions for lettings will be approved annually by the Finance Committee as part of the Lettings Policy.

Remissions Policy

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Head Teacher (Assistant Headteacher in their absence), School Business Manager or Governing Body may choose to reduce charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

Extra Curricular Activities run by External Providers

External providers will set and collect their own charges.

Other charges

The Head Teacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher (Assistant Headteacher in their absence), or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher (Assistant Headteacher in their absence), School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Exceptions

The Head Teacher (Assistant Headteacher in their absence), School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Scale of Charges

These are itemised in Appendix 1 and will be approved by the Governing Body on an annual basis.

APPENDIX 1

Scale of Charges in Financial Year 2025-2026

Breakfast Club:

£1 per day to cover breakfast and care provision from 8am to 8.45am

Nursery:

£5.73 per hour over the 30 funded hours.

School Uniform:

Families *may* choose to source logo'd uniform from Maisies, or plain uniform from any high street store or supermarket. Prices below are as currently advertised on Maisies website:

Please note that the prices listed below are subject to change by Maisies (uniform Supplier)

Sweatshirt	£10.99
Cardigan	£13.50 - £15.99
Zippered Fleece	£16.99 - £22.50
Polo Shirt	£7.99 - £10.99
PE Shorts	£2.99 - £4.25
PE T-Shirt	£7.50
Jogging Bottoms	£7.99 - £9.99
Book Bag	£6.99