

Charges and Remission Policy

September 2026



Stow Heath Primary School
Charging and Remissions Policy for Parents and Carers

Introduction

The Governing Body of Stow Heath Primary School recognises the valuable contribution that the wide range of additional activities, including enrichment visits, after school clubs, music lessons and residential opportunities can make towards a child's education.

The Governing Body aims to provide activities to support the curriculum and will, where possible, fund this.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However for certain activities we may charge or ask for voluntary contributions. The charge will never exceed the actual cost.

In accordance with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This was approved by the Governing Board of Stow Heath Primary School on 16th July 2019 and will be reviewed annually.

This policy shall be made available to parents or carers on request.

Voluntary Contributions

The school may ask parents or carers for voluntary contributions for the benefit of the school or towards activities. For example, contributions towards school fund, fund raising and costs associated with school trips and visits.

School Enrichment Visits

When organising school enrichment activities which enrich the curriculum and educational experience of the children, the school will write to parents asking them to contribute towards the cost. If an activity cannot take place without some help from parents or carers, this will be explained at the planning stage. No pupil will be left out because a voluntary contribution has not been received. However, if there are insufficient contributions, the school may be left with no choice but to cancel the activity.

Parents or carers who have contributed would then receive a refund.

If a child is unable to take part in any visit or activity through illness, then a refund would be issued, less any financial commitments that have already been made. E.g., transport costs and/or admission costs.

Governors have agreed to subsidise some trips at their discretion.

Residential Visits and Overnight stays

Where a school activity involves pupils staying nights away from home, there will be a charge for **board and lodging**. If your child is in receipt of Free School Meals, you may be entitled to claim remission from the payment of the board and lodging charge.

Optional Extras

Out of hours activities and clubs are classed as Optional Extras.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Activities Outside of School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

Instrumental Lessons

There is not a charge for instrumental lessons.

Dance and Sports Clubs

All clubs in school are now free for all pupils.

Breakfast Club

This school offers a daily Breakfast Club from 8:00am until 8:45am for all pupils to use. There is free for children in Reception to Year 6

Breakfast club is available for a limited number of Nursery children at a cost of £2.50 per day.

Swimming

The school organises swimming lessons for children in KS2 pupils. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and we ask parents or carers for written permission for their child to take part in swimming lessons.

Charging for School Equipment

No charge will be made for materials, books or equipment needed for lessons. The only exception to this is where wilful damage or loss of the equipment by the child has taken place. A contribution towards the cost of replacement shall be requested.

School Meals

The school follow the Local Authority Universal Free School Meals initiative from September 2014 where all infant pupils are able to receive a free school meal. We do ask families who are eligible for free school meals to still apply for them as the premium attached to this benefit comes in to school and helps provide children with additional benefits such as free milk, extra help in lessons, reduced costs for some school enrichment visits, sports coaching, pastoral/welfare support etc. The previously mentioned criteria will be used to assess entitlement.

The charge to parents / carers will be £2.60 per meal.

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM) parents/carers need to meet one the following criteria or be in receipt of

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- **Universal Credit**

Arrears

It is essential that meals are paid for on time. Should arrears occur, through non-payment, and requests have been ignored then an official written request will be issued detailing a payment deadline. Should this deadline be missed no further school meals will be granted until payment has been made. If payment is still not made and the outstanding amount is in excess of £75.00 the debt may be forwarded to Wolverhampton City Council for collection.

Accounts falling into arrears will trigger the following procedure:

- Telephone call to parent informing that account is in debt.
- A reminder letter will be sent with advice to bring the account up to date within 7 days.
- A second reminder letter will be sent requesting payment and advising that Debt Collection will start if the account is not settled within 7 days. The child will be unable to attend until the account is settled and in credit.

Milk

There is provision to provide $\frac{1}{3}$ pint (189ml) free milk per day to children under the age of 5 years attending approved day care facilities for 2 or more hours per day, until the term after their 5th birthday.

Children aged 5 and over that are registered to receive free school meals are also entitled to receive free school milk.

Uniform

School uniform can be purchased from Lads and Lasses– where a current price list is available.

Receipts

All income is recorded, receipts are available on request.

Paying for Information

Where parents or members of the public request copies of information under either the Data Protection Act or the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

Minibus

Other schools wishing to borrow the school minibus are encouraged to make a contribution towards the cost of petrol. No profit is generated from other schools using the minibus. Under the terms and conditions of the lease, only employees of Stow Heath Primary School are insured to drive the minibus.

Lettings

All persons or groups wishing to hire school premises should complete a letting application form and read the terms and conditions of hire.

Charges for lettings are set by the Governing Body, however the Local Authority do suggest minimum amounts.

Childcare Vouchers

School Meals, School Trips, Visits, Residential Visits and Overnight stays cannot be paid for using childcare vouchers, other employer schemes or via tax free childcare, as they are not classed as 'approved childcare'.

Monitoring & Review

The procedures in this policy will be monitored in the light of any new information and guidance which becomes available.

Agreed by the Governing Body on.....FGB 13th July 2026

Signed Kevin King (Chair of Governors)