

CHARGES, FEES REMISSIONS AND LETTINGS POLICY

Clowne Infant and Nursery School 2025-26



Charges, Fees, Remissions and Lettings Policy

INTRODUCTION:

This Charging, Fees, Remissions and Lettings Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians and stakeholders.
- Clarify how charges will be determined, so parents/guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Instrumental and vocal tuition for children in care.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:

(a) Part of the National Curriculum.

(b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.

(c) Part of religious education.

(Note: This could include the before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements, however as an Infant and Nursery School, we do not propose that we will have residential “trips” other than the annual Year 2 sleep over).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Nursery Extra Sessions:

As part of the wrap-around care provided by Nursery, and in addition to the government funded 15 nursery hours per week each 3 year old is entitled to, parents are offered the option to purchase an extra 3 hours per day and at a cost of £15 per session. A hot school lunch can be purchased at a charge of £3 per day.

A charge of £3 per day is made to those parents with a 30 hour code. This charge covers the additional time each day that is not covered within the government funder 30 hours per week (The government do not fund lunch times etc, but obviously the pupils still need staff support at this time).

Children can bring a packed lunch from home when attending full days, which incurs no charge from School. We simply ask that 2 weeks notice is provided prior to swapping to/from sandwiches to/from dinners, to allow the kitchen to stock accordingly.

As per the home school agreement, we request that all payments are made in advance of any additional session being undertaken (at either £3 per day with an eligible code, or at £15 without). In addition It is at the sole discretion of the Headteacher and/or Business Manager should alternative arrangements be requested by parents/carers, however no debt shall be allowed to go beyond one full week’s worth of sessions, which is £25 (5x£5) for those eligible for 30 hours, or £75 (5x£15) for those without an eligible 30 hour code.

All payments are to be made via ParentPay.

Before and After School Clubs:

As part of the wrap-around care provided by school, we operate a breakfast club, for which attendance incurs a charge of £4 per session. The club runs from 7.30am, through to the start of the school day (usually 8.50am). The £4 charge includes the childcare along with the breakfast for the child, however, the charge will still remain at £4 even if breakfast is not taken.

It remains the sole discretion of the Headteacher and/or Business manager to withdraw access to the Breakfast Club for any reason considered appropriate, including significant outstanding balances. Payments should be made in advance of sessions being undertaken, with a maximum debt of one full weeks worth of attendance being allowed, which equates to £20 (5x£4 sessions).

School Uniform:

All School uniform is purchased by parents, directly from the chosen supplier, with on the schools website. This also applies to book bags.

Remissions Policy:

At the discretion of the Headteacher, in exceptional circumstances certain charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Lettings:

As of September 2025, the School do not have any active lettings. Lettings of the school hall have been undertaken previously, for sessions performed by external bodies after the school day. Should the school wish to allow lettings in the future, these will be run in accordance with the DCC Lettings calculator, available of the LiD (Learning in Derbyshire) website. The lettings Calculator will be used to determine the overheads to be incurred, and therefore the rates that are applicable – this is updated by the LA on an annual basis.

Staff:

- Private photocopying will be permitted, to a limited degree, and only at the discretion of the Headteacher or Business Manager.
- All staff are expected to pay the DCC recommended rate for all school meals taken. (The rate as of September 2025 is proposed to be £4.26, but subject to change).