



Derwent and Southill Federation

*We are a Values-led Federation
We respect ourselves; We respect others; We respect the environment.*



Charging and Remissions policy

Introduction

This charging policy has been produced 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 trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These may be undertaken with the voluntary contributions of parents and carers. No pupil will be excluded from an activity because their parents or carers cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents and carers who wish to pay in this way. Parents and carers may be informed if many choose not to make a voluntary donation towards the cost of a trip then it may well not be possible for it to go ahead.

Voluntary Contributions

If a particular activity cannot take place without financial assistance from parents and carers, 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 of the activity.

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

- School Trips
- Enrichment activities e.g. externally run sports clubs
- Voluntary contributions may be invited from the parents and carers of pupils in receipt of Free School Meals but it will be made clear that this is not a requirement and the school has a policy which supports any disadvantaged pupils attending curriculum enrichment.

Parents and carers of children who have been entitled to Free School Meals will be asked for a voluntary contribution as a non-refundable deposit for residential trips. Parents and carers who cannot afford the full voluntary contribution for residential trips will be asked to propose a part payment and this will be in individual circumstance agreement.

Breakfast Club, After School Club and Holiday Club

The School will charge parents and carers for these services as they are outside of school hours and the scale of charges will be approved by the Governing Board on an annual basis. Support in Breakfast and After School Club for military families is available from RAF Henlow and the school liaises with the station to support any application for this.

There is a Holiday Club on site for periods of time in the school breaks – and some places for FSM families are available.

Pre-School

The School will charge parents and carers for this service if the pupil is not entitled to 30 hours of free childcare, and the scale of charges will be approved by the Governing Board on an annual basis. A charge will also be made for the lunchtime session This will be a subsidised amount to ensure children in the Pre School have a consistent day as much as possible to support both FSM and/or working families.

Ancillary Services

The School may offer additional non-educational services and the scale of charges will be approved by the Governing Board on an annual basis. If the service is a one-off, the Headteacher may approve the charge.

Lettings

The school will make its facilities available to outside users and is subject to the Headteacher authorising any lettings. A charge of at least the cost of providing the facilities will be made. The scale of charges will be approved annually by the Governing Board.

Remissions Policy

If a pupil is entitled to Free School Meals and or Pupil Premium the Headteacher or Governing Board may choose not to levy charges in respect of a particular activity, if they feel it reasonable in the circumstances.

This does not apply in the case of pupils in receipt of the Universal Infant Free School Meals not in receipt of Pupil Premium.

Extra-Curricular Activities run by External Providers

There are peripatetic music lessons, choir, drama and sport clubs which have a FSM funding support option.

Other charges

Charges may be made to staff, and others, for private photocopying and private telephone calls.

Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion, with any charges over £50 being reported to the next People and Resources Committee. The Headteacher or Deputy Headteacher may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

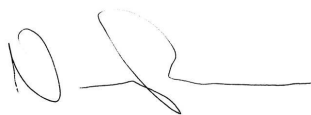
Scale of Charges

The following charges will be approved by the Governing Board on an annual basis: -

- Breakfast Club, After School Club and Holiday Club
- Pre-school provision for those not entitled to 30 hours of free childcare, including lunchtime care.
- Lettings
- School meals for those not entitled to Free School Meals or Universal Infant Free School Meals.

Policy Review

The Governing Body of our school is responsible for ensuring the review of this policy, and for reporting back to the Local Authority.



Signed: Neil Parsons (Chair of Governors)

Date of Policy: September 2026

Date of Review: September 2027

Appendix 1: list of charges

Letting:

Hall Capacity 250 (Derwent) / 50 (Southill)	42.00	up to 2 hours
	15.00	per subsequent hour
Playing fields and football pitches at Derwent (including access to lavatories where needed).	33.00	up to 2 hours
	13.00	per subsequent hour
School for a weekend - 2 nights – additional nights pro-rata (eg. caravan club)	£220 for site including access to kitchen	
New Year period – 3 or 4 nights (eg. caravan club)	£650/£750 for site including access to kitchen	

Lunchtime sessions (pre-school):

Per session charge	£2
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As purchased from AIP	See the published costs on the school website
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Wrap around care:

Costs as advertised on Dojo and on the websites for both schools. Please contact the school office for information.

For both Derwent and Southill, there is an additional charge for a school dinner if the parents choose not to provide a packed lunch