



Hutchinson Memorial CE First School

Learning together for life.

‘Love one another. As I have loved you.’ (John 13.34)

At Hutchinson Memorial, our Christian foundations are at the heart of everything we do. We strive for every child to be resilient, adaptable and to flourish in an ever-changing world through an inspiring, enriched curriculum. Our vision is to provide a happy, loving, nurturing school where we can ignite a passion for learning and an ambition for everyone to fulfil their hopes and dreams.

Charges and Remissions Policy Spring 2026

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Progress Board of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered by the head teacher (and/or Progress Board).

Definitions

Community Facilities - activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision - provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings - letting to an organisation other than the school

Remission - where a charge is not payable, either in full or in part

Sinking Fund - a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Progress Board recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;

- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

The Progress Board intends to make a charge for the following:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument. These lessons are taught by a peripatetic music teacher and parents are invoiced directly by the peripatetic teachers.
- (d) Individual or group tuition in the playing of a musical instrument.
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (f) extra-curricular activities and school clubs.
- (g) Letting of the school premises or grounds.
- (h) Extended school care activities such as breakfast club, after school club, holiday clubs and top-up nursery provision (additional Government non-funded hours)

- (i) Charges for materials or ingredients where the pupils wish to have the finished product.
- (j) Governor run Nursery - charges for part/full time provision for hours in addition to Government funded hours (either 15 or 30).
- (k) Governor-led Nursery: charges for additional non-funded hours and a school meal.

Consideration is given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled

to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

Income Support

Income-based Jobseeker's Allowance

Support under Part VI of the *Immigration and Asylum Act 1999*

Child Tax Credit but not Working Tax Credit and a household income of no more than £16,190 per year.

The government has recently announced that there will be changes to the entitlement criteria for free school meals from September 2026. The guidance will be amended in the Summer term 2026.

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- ❖ Transport costs
- ❖ Admission to venue costs
- ❖ Visiting Performers
- ❖ Raw materials (for example for D&T Project).
- ❖ Insurance Costs

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Policy Review

This policy is due for review at the next Progress Board Meeting.

C. Gliddon Chair of Progress Board

Date 17th March 2026

Hutchinson Memorial CE First School
List of Charges

	Charge	
Letting of school premises/grounds	£15.00 per hour	(minimum of 2 consecutive hours' booking out of school hours)
Nursery additional sessions	£6.00 per hour	Additional sessions not Government -funded (**not including a nursery meal**)
Nursery meal	£3.00 per day	
School Meals	£3.60 per day	
Adult Meals	£4.00 per meal	
Snack	35p per day	Paid for term in advance
After School Club	External Provider	
Residential Visit	Varies	
Educational Visits	Varies	
After school clubs/activities	Varies	
Outsourced SEND training (delivered by SENDCo)	£200.00	