



INNOVATE2EDUCATE  
Partnership



# Picknalls Charges and Remissions Policy 2025-26

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.



## Document History

Version	Version Date	Author	Summary of Changes
V2	08/05/2025	R Milward	Charges for Nursery & Yummy, Lettings, photocopy & advertising changed. Deposit for music removed

## Charging and Remissions Policy

### Aim

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### Responsibilities

The Governing 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 jointly by the head teacher (*and/or Governing 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 Governing Board of the School 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;

#### This policy was approved as follows:

<b>Approver:</b>	PFS Governors	<b>Date:</b>	July 2024
<b>Owner:</b>	Picknalls 1 <sup>st</sup> School	<b>Version:</b>	1
<b>LAC adoption date:</b>	N/A	<b>Review frequency:</b>	1 years
<b>Status:</b>	Active	<b>Next review date:</b>	Summer 26

This policy applies to all School Academy staff, pupils and parents.

- 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 Board 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

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
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) some extra-curricular activities and school club
- (f) Letting of the school premises or grounds
- (g) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (h) Charges for materials or ingredients where the pupils wish to have the finished product
- (i) 1.275% charge for credit and debit card transactions where Arbor is used for school trip payments (charges will be included in the total cost of each trip).
- (j) Governor Led Nursery – Yummy Club – charges for lunchtime supervision and a meal.
- (k) Governor Led Nursery – Charges for part/full time provision in addition/top up to nursery funded hours.

Consideration will be given to (on an individual needs basis)

- 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:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190.

The school will receive Pupil Premium funding for all pupils who are entitled to Free School Meals calculated by the January census. This funding therefore supports those families with financial difficulties with the aim of closing the gap and raising these children's standards

School meals – The Governors have agreed to support the child by providing up to five free meals before this is referred to as a Child Protection issue.

### Voluntary Contribution

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

- a) transport costs
- b) admission to venue costs
- c) visiting performers
- d) raw materials for Design & Technology projects
- e) residential stays
- f) 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 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.



**Letting Charges from 01/09/2025**

All charges are PER HOUR OR PER DAY unless an alternative price is agreed on application

Area of Letting	Monday - Friday	Saturday - Sunday
Treetops	£25 per hour £100 full day 9am-3pm	£25 per hour £100 full day 9am-3pm
Forest area & Burrow classroom	£25 per hour £100 full day 9am-3pm	£30 per hour £150 full day 8am - 5pm
Forest area only	£20 per hour £75 full day 9am – 3pm	£25 per hour £100 full day 8am – 5pm
Field	£19.50	£25.00
ICT Suite	£22.00	£27.00
Hall	£22.00	£27.00
Classroom	£22.00	£27.00

Prices for group bookings/all year round will be available on request

**Photocopying/Printing**

Rates below include paper

Size and colour	Price per page/side
A4 black and white	10p
A4 colour	15p
A3 black and white	15p
A3 colour	25p

**Advertising Space in School Newsletter**

Price is for a half page (A5) advert

Number/Frequency of 1/2 Page Advert	Cost
One off advert	£30
3 per year (once a term)	£50
6 per year (once every half term)	£70

**Minibus hire**

£50.00 voluntary donation per day for MAT schools

45p per mile for fuel

All drivers must hold the SCC minibus licence, D1 category on their driving licence (or a separate driving test), section 19 permit

(All hirers must comply with the minibus policy and to complete a booking form)

**Nursery charges**

Yummy Club	£8.00 from September 2025
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**Charges for additional sessions in nursery**

£13.25 half day from September 2025

Full day £26.50 + £8.00 yummy club from September 2025

**Charges for Early Education Funding**

If stretched hours have been used at an alternative setting hours will be charge at the current Early Education Funding (EEF) hourly rate

<b>Music fees</b>	£65.00 per term Terms and conditions: £65.00 will be charged for first few terms then the final term balancing payment may vary subject to peripatetic tuition charges and income received. If there are any teacher absences during the teaching period, replacement lessons will be given, or refunds will be credited to Arbor accounts (subject to refunds received from Music Services).
<b>Milk money</b>	40p per day (Sept 25) 58p per day (Jan 26)
<b>Lunch money</b>	From 1 <sup>st</sup> April 2025 - Pupil £3.55 Staff £3.90 From 1 <sup>st</sup> April 2026- Pupil £3.60 Staff £3.95
<b>Happy Hours</b>	£70.00 per day for the holiday club and Wraparound club

