GRESHAM PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

July 2026

CHARGING POLICY

RATIONALE

Gresham Primary School does not 'charge' parents for activities or events which;

- are part of the normal school day
- are part of the National Curriculum
- include the supplying of materials e.g. books which form part of the learning of the child unless a parent wishes to own them
- are outside of school hours but form part of the National Curriculum

It is necessary to make charges for certain activities and events at school. These include;

- music tuition which is requested by a parent
- education which is provided outside of school time which is not part of the National Curriculum
- trips where board and lodging as part of a residential visit e.g. Science Night and PGL
- extended Day services e.g. After School and Breakfast Clubs

The following policy explains where charges are applied and voluntary contributions are requested.

Without receiving funding via charges or voluntary contributions it will not be possible to continue with the activities and events. We rely on parents to provide such financial support via charges and/or voluntary contributions in order to make the activities and events possible as these cannot be funded via general school funding received.

POLICY & PROCEDURES:

Breakfast and After-School Clubs:

From September 2026

	Pre-booked session daily rate	ad hoc session daily rate
Breakfast Club Per child	£6.50	£7.00
After-School Club Per child	£13.00	£13.50

Out of school hours care provides for children before and after school hours. The cost of such care must be met by charging parents. No funding for the clubs will come from school budgets. Fees must be paid in advance and sessions are booked in advance with no refunds being made for missed sessions. One calendar month's notice must be given for cancelled or missed sessions to avoid being charged for the session.

Extra Curricular After school clubs and activities:

From September 2026 clubs run by members of the school are sustainable by asking for a fee of £40.00 per term per club.

The same fee will be requested for all clubs run by school staff and other instructors supplied by the school. Fees received will help to cover administration costs and to pay for resources for curricular, (particularly sports) development.

Clubs run by outside providers:

We have clubs run by outside providers and charges for these clubs are made by the providers themselves. Our policy is to charge the provider £2.00 per child, per session to cover our administration costs and for cleaning and wear and tear on our buildings.

Holiday clubs:

Where a provider hires school facilities to run a club during school holidays we use the scale of charges. For all extra-curricular clubs and activities our charges are made to cover the costs incurred by school for cleaning, caretaking, water, heating, other services and wear and tear.

Year 6 Residential School Journey:

This is a valuable experience for children at the end of their time at Gresham and all children remember this as one of the best events of their primary education. The full cost of the trip is calculated as for termly trips and we cannot afford to subsidise the cost for any child where parents do not pay the full amount in advance.

This is a 'chargeable' trip as it includes board and lodgings as well as transport.

Class trips:

As part of the topic work planned for each class each term a visit is arranged. This trip will be to consolidate work on the topic or to add to the learning experience for the topic. It is not possible to fund these trips from the school budget and we do not have any other way to pay for the visits than to ask parents to make a voluntary contribution to cover all costs. We try to keep costs down and to keep trips to one per term. The cost for the trip is calculated as the amount charged for the coach, entrance fees and any other costs divided by the number of children in the class. We have to ask for the full cost of the trip as a donation but it would not be possible to run such visits if parents do not pay for them.

No child will be prevented from participating in an event or trip if we do not receive a voluntary contribution from their parents. However, the school may cancel the trip if we are unable to cover the costs via voluntary contributions.

Parent Donations:

Since September 2018 we have been asking for a voluntary donation of £50 per child at the start of each autumn term to help fund the variety of curriculum resources we use at school.

Remissions

Parents who have difficulty funding the charges requested are strongly encouraged to contact the school including parents of children for whom the school receives Pupil Premium funding as it may be possible for the school to fund the trip. Parents wanting to find out more about this are encouraged to make an appointment with the Headteacher.

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit or income support, parents can apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Children whose parents are in receipt of the following support payments will also be entitled to the remission of charges for board and lodging costs during residential school trips which take place largely during school hours. A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum. Usual free school lunch entitlement verification procedures will be applied when considering remission of these charges.

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008

Hiring of school premises:
The school makes a charge for the hiring of the premises which includes hiring any non-school extra-curricular providers and for other non school organised events. Details of these charges are available in the Hiring of Premises Policy, which is available on the school web site and on request. A summary of the charges is shown below.

HIRE OF SCHOOL PREMISES – CHARGES with effect from 1st September 2026

	Per hour charge – minimum hire of 2 hours Monday – Friday	Per hour charge – minimum hire of 2 hours Monday – Saturday	Per hour charge – minimum hire of 2 hours Sunday	All day charge – up to 6 hours Monday - Friday	All day charge – up to 6 hours Saturday & Sunday	Per pupil charge per week or per session.
Hall with use of toilets		£55	£65	£170	£185	
Field and playground area with use of toilets		£55	£65	£170	£185	
Extra curricula clubs run by external providers (during or after school)						£2.00
Music tuition hire of small music room	£5.00					

Hire is per full hour or 6 hour day, or part thereof, except by prior agreement with the Headteacher. Hirers are advised that HEATING will only be provided on payment of the pre-arranged hire charge to include provision of heating.

Confirmation the Charging Policy in respect of Gresham Primary School has been discussed by the Governing Body:

Signed by:

Chair of Governors: Kim Durling Date: 08/07/2026

Head Teacher: Karen Steele Date: 08/07/2026