

The logo of Caslon Primary Community School is a large circular emblem. It features a light blue outer ring with the school's name in yellow. Inside this is a yellow circle containing a blue tree with many small leaves. On either side of the tree, within the yellow circle, are two stylized yellow symbols resembling a circle with a vertical line through it. The text 'CHARGING AND REMISSIONS POLICY' is centered over the tree in a dark blue, bold, sans-serif font.

CHARGING AND REMISSIONS POLICY

September 2025

Table of Contents:

1.1	Aim.....	3
1.2	Responsibilities and Policy Rationale.....	3
1.3	Prohibition of Charges.....	3
1.4	Optional Extras.....	4
1.5	Breakfast Club.....	4
1.6	Daycare and Nursery.....	4
1.7	School Uniform.....	5
1.8	Lettings.....	5
1.9	Payment Cards.....	5
1.10	Remissions.....	5
1.11	Trip Contributions.....	5
1.12	Refunds.....	6
1.13	Charges linked to FOI	6

1.1 Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. A summary of this policy will be included in the School Prospectus and available on our school website.

1.2 Responsibilities and Policy Rationale

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 the Governing Body.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming lessons.

We endeavour where possible to fund transport costs incurred when children represent the school in events linked to the National Curriculum including competitions, debates, choir events, Network Learning, pupil exchange and participation in events which bring pupils from different schools together such as School Council events. Usually we are able to participate in these events by making use of our minibus; however, this may involve cost to the school in terms of overtime for the mini bus driver or any Teaching Assistants accompanying the children.

1.3 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
- tuition for pupils learning to play musical instruments if the tuition is required as 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
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- 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 religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a 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 they have been prepared for that examination at the school
- transport provided in connection with an educational trip

1.4 Optional Extras

The following is a list of additional activities (known as Optional Extras) organised by the school which require contributions from parents. The information is provided as guidance on charges made for regular activities undertaken at school. The list is not exhaustive:

1.4a Residential Visits

Should the school organise a residential visit in school time or mainly in school time then we would ask parents to make a contribution to cover the costs of board and lodging. If parents do not make a contribution or insufficient funds are collected, then the trip may have to be cancelled.

1.4b Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There may be a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition available at the start of each academic year or as/when the opportunities arise.

1.4c Swimming

The school organises swimming lessons for children in Key Stage 2, plus Beech Tree. These take place during school time and are part of the National Curriculum. We inform parents when these lessons are due to take place and we ask parents for their written permission for their child to take part in swimming lessons.

School asks for a voluntary contribution of a specified amount per half term of swimming. Parents can choose to pay in a lump sum or on a weekly basis. The contributions received help cover the cost of the pool hire, instructor charge and transport costs. All staffing costs are covered by the school budget.

1.4d After-School Sporting/Extra Curricular Activities

The school sometimes offers additional out of school activities / clubs. These will incur a small charge to account for coaches / equipment / resources.

If there is an insufficient uptake of the out of school activities / clubs it may be necessary to cancel individual clubs due to financial circumstances.

For After School Club facilities provided through our Daycare, parents will have an electronic signed agreement/contract for payment. Payments are expected on the Friday of the week before a child takes part in that club.

1.5 Breakfast Club

Caslon Primary Community School Breakfast Club offers children a nutritious, well-balanced breakfast, to help fuel their brains and bodies for the busy day ahead. Breakfast club is run by an experienced, caring team, who will encourage the children to develop a wide range of skills.

Please refer to the Addendum for the current Breakfast Club daily charges.

1.6 Daycare and Nursery

On top of funded hours, there is availability to take up further hours in Daycare and Nursery. Where this is needed by a parent, a contract is drawn up confirming the costs of such care. Payments for care in Daycare and Nursery can be made weekly or monthly. If paying via Arbor (online payment system) this is the evening before the session starts. We also accept a range of Childcare Vouchers. In the event of non-payment, staff reserve the right to 'pause' a child's place until costs have been met.

Please refer to the Addendum for details of the current fees for Daycare or Nursery.

1.7 School Uniform

School uniform is currently purchased by school from an external supplier.

1.8 Lettings

Charges cover caretaker costs, heating, and lighting and generate a small profit.

Charges are:

- Weekdays a charge is made for the first two hours and any subsequent hours charged at an additional rate.
- On Saturdays or Sundays, a charge is made for the first two hours and any subsequent hours at an additional rate.

Refer to Addendum for current letting charges.

1.9 Payment Cards

Please note that the school is always happy to accept payment by instalment for an event whatever the contribution requested. A payment card can be offered to record the payments and is returned to the parent/carer each time a payment is made.

1.10 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:

- Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit

1.11 Trip Contributions

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

- Admission costs for trips and visits arranged during the school day
- Sporting activities which require transport/admission expenses
- Outdoor adventure activities
- Visits to the theatre/visiting theatre groups to school
- Musical events

Parents should be aware that:

- should insufficient contributions be made then the trip may need to be cancelled. The individual cost of a trip is calculated using the number of children eligible to attend and non-payment may make that trip not viable.

1.12 Refunds

The school considers making refunds as necessary. The school has to ensure that the trip or activity still remains cost effective. Where trips or activities are cancelled the school will make a refund as appropriate however refunds for trips when a child has not been able to attend may not always be possible (e.g when theatre tickets have been purchased). The school will always be mindful of individual circumstances and will try to accommodate refund requests on an individual basis according to need.

1.14 Charges linked to FOI

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 25p price per sheet (black & white)	Actual cost 25p price per sheet (black & white)
	Photocopying/printing @ 40p price per sheet (colour)	Actual cost 40p price per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class *

Date of Policy approval: May 2025

Date of Policy review: June 2026

Policy approved: Governing Board

Price List 2025/2026

Session	Includes	Cost per session
Daycare and Nursery Half-day session 3 hours (dependent upon availability)	Either am (8.30am – 11.30am) or pm (12.00pm – 3.00pm) Please discuss this with a member of staff to confirm places are available.	£16.00
Daycare Additional / Occasional (dependent upon availability)	Hourly rate applies	£5.50
Daycare and Nursery Lunch time (added onto free hours)	With hot dinner With home sandwiches	£5.35 £2.75
Nursery Additional	2:30pm – 3:00pm Whole week 5 days	£2.75 £10.00
Time for Twos	Available in 3-hour sessions Please ask staff for more details or visit: www.dudley.gov.uk and search time for twos to find out if you are eligible.	FREE
30 Hrs Nursery Children	Please ask staff for more details or visit: www.dudley.gov.uk and search time for 30 hrs nursery to find out if you are eligible.	FREE
Wrap Around Care	<u>Breakfast Club</u> <i>(Catering for pupils up to 11 Years Old)</i> 7.30am onwards Monday – Friday	£4.50
	<u>After School Club</u> <i>(Catering for pupils up to 11 Years Old)</i> 3.00pm – 4.30pm Monday – Friday	£5.50
	3:00 pm – 5:30pm Monday – Friday	£8.00

ACTIVITY	COST	ADDITIONAL INFO
Swimming	£22.00 per 11-week block	<i>Price covers cost of pool, instructor and travel.</i>
Lettings	<p>Weekdays £45 for 2 hours and £20 for subsequent hours</p> <p>Saturday £55 for 2 hours and £20 for subsequent hours</p> <p>Sunday £60 for 2 hours and £20 for subsequent hours.</p>	<p><i>VAT not included.</i></p> <p><i>A returnable deposit of £50 is to be paid with the original booking.</i></p> <p><i>A key can be issued for an additional deposit of £75.</i></p>
Lunch Prices	<p>£2.60 daily children</p> <p>£3.12 daily children</p>	<p>Hot dinner</p> <p>Hot dinner + pudding</p>
Extra – Curricular Activities	£1.50 per weekly 1 hour slot	<i>Price covers the cost of the specialist instructors</i>
Damage to Chromebook	£75.00	<i>Parents sign agreement to agree to this if they take them home.</i>

Charging Addendum

Charging Addendum – Beech Tree SEMH Base

DAMAGE	COST	ADDITIONAL INFORMATION
Damage to small classroom equipment (i.e., books, clipboards, games)	£3	Contribution towards the replacement of damaged equipment
Damage to staff personal property (Glasses, cups)	£5	Contribution towards the replacement of damaged equipment
Damage to classroom equipment (large items i.e., tables, chairs, soft furnishings)	£10	Contribution towards the replacement of damaged equipment
Damage that can be repaired by site manager	£25	Contribution towards site managers time costs and costs of resources to complete repair work
Damage that needs to be repaired by a specialist (i.e., windows, doors, fencing)	£60	Contribution towards call out charge, professionals hourly charge and where necessary, replacement products
Damage to ICT equipment to be repaired or replaced	£75	Contribution towards replacement or repairing of the equipment.