



Spon Gate Primary School

CHARGING & REMISSIONS POLICY

Author	M Ali
Reviewed and adopted by the Governing Body:	June 2025
Signed – J Wingrove — Headteacher:	J Wingrove
Signed — I Horrabin — Chair of Governors:	I Horrabin
Last Reviewed:	May 2025
Next Review due:	April 2028

1. Introduction

This policy takes guidance from the DfE Policy – ‘Charging for School Activities’ and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the guidance laid out in section 6.7 of the Governance Handbook.

This Policy will be reviewed on 3-yearly basis by the School’s Finance Committee and will be adjusted in line with Government or Local Authority recommendations. It sets out the school’s position on charges and remissions.

If a school chooses to apply a charge for a particular activity, then it should make information available to parents as to how the charge has been calculated as well as details of support for those on low incomes or in receipt of specific benefits.

Activities Schools CANNOT Charge For

The following list of activities cannot be charged for by school governing bodies and local authorities:

- a) an admission application to any state funded school (paragraph 1.9(n) of the School Admission Code 2014 rules out requests for financial contributions as any part of the admissions process);
- b) education provided during school hours (including the supply of any materials, books, instruments or other equipment; sports activities such as swimming lessons and professional coaching; author visits);
- c) 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;
- d) instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent;
- e) entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- f) examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Activities Schools CAN Charge For

Schools and local authorities can charge for the following:

- a) Any materials, books, instruments, or equipment, where the child’s parent wishes him/her to own them, i.e. a charge can be made to cover the cost of materials or ingredients required for design or food technology subjects where parents have indicated in advance that they would like their child to bring home the finished product;
- b) Optional extras (see section below);
- c) Music and vocal tuition, in limited circumstances (see section below);
- d) Certain early years provision; and
- e) Community facilities.

2. Voluntary Contributions for Educational Visits (Trips) and Activities

A school can request voluntary contributions for the benefit of the school or any school activity/educational visit. The Headteacher or Governing Body should, from the outset,

make clear to parents:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources;
- That the activity will be cancelled if insufficient contributions are received to fund it; and
- The school's policy for allocating places on school visits.

A child should not be excluded from an educational visit or activity if his/her parents are unwilling or unable to pay and indeed their child should still be given an equal chance to go on the visit. Parents must not be made to feel pressurised into paying as it is a voluntary not compulsory contribution and schools should not send colour coded reminder letters or direct debit / standing order mandates when requesting contributions. The Headteacher has the discretion to offer such activities free to families who the school are aware are in hardship and cannot make a payment.

3. Optional Extras

Charges can be made for providing materials, books, instruments or equipment where an optional extra is being provided. Participation in optional extra activity is a matter of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Optional extra charges may be made in the following circumstances:

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit; and
- Extended day services offered to pupils (for example breakfast club and after-school clubs).

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers); and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

The charge per pupil should not:

- exceed the actual cost of providing the optional extra divided equally by the number of pupils participating;
- include any form of subsidy for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge
- include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours; or
- include the costs of supply teachers contracted to cover for teachers who are away from school accompanying pupils on a visit as they are seen to be providing education during school time, not an optional extra.

4. Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually or to groups of any size provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may not be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

5. Transport

Schools cannot charge for:

- a) Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
- b) Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated;
- c) Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- d) Transport provided in connection with an educational visit.

6. Residential Visits

Schools cannot charge for:

- a) Education provided on any visit that takes place during school hours (provided by school);
- b) Education provided on any visit 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; and
- c) Supply teachers to cover for those teachers who are absent from school accompanying

pupils on a residential visit.

Schools can charge for board and lodging but the charge must not exceed the actual cost. Spon Gate Primary School will subsidize up to 50% of the total cost of residential visits.

Eligibility for Remission for Residential Visits

Section 200 of the Education Act 2002 outlines the eligibility to entitlement for board and lodging costs for residential visits. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging: The current criteria is the same as for Free School Meals;

- income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, may also be exempt from paying the cost of board and lodging.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

A charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Non-Residential Activity

If at least 50% of the non-residential activity occurs during school hours then it is deemed to take place during school hours. Travelling time is included in the calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours.

Example: An excursion to a theatre production involves the pupils leaving school an hour before the end of the school day but the activity does not finish until late in the evening. This will be an activity deemed to have occurred outside of school hours.

Residential Visits

In the case of a residential visit, if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours – even if some activities take place late in the evening. Whatever the start and finish times of the school day, Regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Example 1: Pupils are away from noon Wednesday to 9pm Sunday. This counts as 9 half days including 5 school sessions. The 5 school sessions are more than 50% of the number of half days spent on the visit therefore the visit is deemed to have taken place during school hours.

Example 2: Pupils are away from noon Thursday to 9pm Sunday. This counts as 7 half days including 3 school sessions. The 3 school sessions are less than 50% of the number of half days spent on the visit therefore the visit is deemed to take place outside school hours.

7. Extended Schools- Breakfast & After School Clubs

Spon Gate Primary School provides a term time only wraparound school childcare service for 4 to 11 year olds via Breakfast Clubs and After School Clubs.

Breakfast Clubs

Breakfast Club is currently charged at £1 per day. Breakfast Club starts at 8am and finishes at 8.40am, every weekday during Term Time. The pricing for Breakfast Club is next due for review in June 2025 and is subject to change.

Places must be booked through the school office using the Breakfast Club booking form which acts as an agreement between the parent and the school. Parents must notify the school if they no longer require the place otherwise the charge will still be applied. Places are offered subject to availability. Availability is calculated on age and adult to children ratio of those already booked on.

Payments must be made in advance or at the start of the week. This can be done via cash or bank transfer. Places will still be charged if a child is off sick due to the cost of having to order breakfast ingredients.

Accounts which fall into arrears will be addressed through the Debtors Policy and the child's Breakfast Club made unavailable until the account has been settled.

The Headteacher will offer free short term breakfast club provision to children who have been identified as vulnerable, subject to places being available.

The school's Leadership/SBM may offer a free breakfast club place as a one off to support parents if they have no alternative childcare, for example, attending a medical appointment.

Children in Year 6 are offered free Breakfast Club provision during SATS week.

After School Clubs

Spon Gate Primary School will provide After School Clubs at various parts of the academic year. These will be run in-house or sourced externally. Clubs run from 3.15pm until 4.15pm.

Pricing for clubs vary and are set out and agreed by SLT. Pricing for clubs are based on set number of sessions and cannot be accessed as a single session.

After school club places must be booked via booking instructions which are sent out to parents for each programme of clubs. Places are offered on a first come first served basis and payment secures a booking.

After School Clubs must be paid for in advance of places being offered and are only refundable if the school fails to honour the agreement and is unable to run the sessions.

Parents who request places but are unable to pay at the point of booking can arrange a conversation with the SBM to set a timeframe of when they are able to complete their payment.

Payments for Clubs should be made either via cash or by Bank Transfer.

Debts related to After School Clubs will be chased in line with the school's Debtors policy.

The Headteacher may withdraw After School Club offers if pupils struggle to adapt to the extended provision or if parents are continuously unable to collect their children on time at the end of the session. Pupils cannot walk home by themselves at the end of after school clubs. During the Summer term, Year 6 pupils may be able to walk home by themselves at the end of club, providing this has been assessed and agreed by the parent and Headteacher.

8. Uniform

Parents can purchase sweaters with the school logo embroidered on directly from the school. These are sold to parents at cost price. Children are not obliged to wear sweaters with the school logo and this is optional.

Book bags, PE bags and Fleecees with the school logo are also sold at the school.

Payment for uniform must be made up front at the point of sale. Uniform is non-refundable unless there is a fault with the item. Payments can be made by cash or via Bank transfer.

The school do not sell any other items of uniform. These must be sourced by the parent.

The current pricing for uniform related items are shown below-

Uniform Item	Current Price
Sweater	£10
Fleece	£16
Book Bag	£5
PE Bag	£5

Parents should write their child's name on the inside of sweaters, fleeces and onto bags so that it can be returned to the pupil if it is misplaced. The school are unable to provide a replacement free of charge for uniform which is mislaid.

The Headteacher has the discretion to offer free items of uniform, either pre-owned or new, to families who are identified as vulnerable and who otherwise would not be able to provide their child with school clothing.

9. Nursery Fees

Spon Gate Primary School supports the entitlement to free 15 hours early years provision for 3 and 4 year olds. However, we are currently unable to offer provision to 9 month to 2 year olds that are eligible.

From September 2017 many working parent/carers of 3 to 4 year olds in England became eligible for 30 hours of funded childcare, rather than the current 15 hours.

Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

What is Free Childcare Funding?

Free childcare funding is government-funded early education provided to eligible children in England, delivered through the Early Years National Funding Formula (EYNFF). The funding is paid to local authorities, which then fund schools and providers.

Key Entitlements for 2025-26

For Children Aged 9 Months to 2 Years

15 hours per week for eligible working parents (from April 2024, increasing to 30 hours from September 2025).

For 2-Year-Olds

15 hours per week for:

- Eligible working parents (increasing to 30 hours from September 2025)
- Families receiving additional support (previously known as the “disadvantaged 2-year-old entitlement”)

For 3 and 4-Year-Olds

15 hours per week for all children (universal entitlement)

Additional 15 hours (making 30 hours total) for children of eligible working parents

Key Terms Explained

Universal Entitlement: All 3 and 4-year-olds are entitled to 15 hours per week of free early education during term time (38 weeks per year).

Additional Entitlement (Working Parents): Eligible working parents can access up to 30 hours per week.

Disadvantaged Entitlement: Certain 2-year-olds from low-income families or other qualifying groups can access 15 hours per week.

Who is Eligible?

Working Parents: Must earn at least the equivalent of 16 hours per week at the National Minimum/Living Wage, but less than £100,000 per year each.

Disadvantaged 2-Year-Olds: Children whose families are on income support, Universal Credit (with a household income below a certain threshold), or with special educational needs.

How Does Funding Work for Schools?

The school claim the funding from your local authority based on the number of eligible children attending.

The local authority pays the school according to the EYNFF rates, which you can find in [section 1.1 of the DfE operational guide](#).

Example: Funding Calculation Table

Age Group	Hours Per Week	Eligible Children	Notes
9m - 2yrs	15 (30 from Sept 2025)	Working parents	New entitlement from April 2024
2-year-olds	15 (30 from Sept 2025)	Working parents/disadvantaged	Disadvantaged = income or SEND
3 & 4-year-olds	15	All	Universal entitlement
3 & 4-year-olds	30	Eligible working parents	Universal + additional entitlement

Scope

The Education Act 2002 offered the opportunity to develop the provision of child care within maintained schools

Maintained schools are being encouraged to develop 'wraparound' day care and/or for 1, 2, 3 and 4 year olds attending funded Early Years Foundation Stage Education

The Department of Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond 15 hours for children not eligible for the additional 15 hours is not and therefore can be charged for, in line with the power to charge for extended services. See Child care Act 2006 the Secretary of States Code of Practice 2010

The Governing Body of Spon Gate Primary School makes its charges for non-funded child care under Section 27 of the Education Act 2002

Equalities Implications

The opportunity of onsite nursery provision will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life

The provision of quality nursery places for 3 and 4 year olds will help parent/carers to return to work, education and training. This will support families in reducing the impact of poverty.

Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parent/carers will be given notice of increased charges in the term prior to its effective date
- The primary objective of any monetary increase is made to sustain the nursery
- We will be aware of the charges made by other nursery providers
- The government's free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure that the childcare we offer is flexible and meets the needs of working parent/carers
- Ensure parent/carers can easily identify on their invoice what charges are in relation to the additional hours from their free provision

Nursery Charges

Spon Gate Nursery provision will be available from 8.50 a.m. to 11.45 p.m. (3 hours), five days a week, 38 weeks of the year

Minimum requirement of acceptance of a place for free early years entitlement at Spon Gate Primary School Nursery is 5 x 3 hour sessions term time, unless otherwise agreed.

Parent/carers are not obliged to purchase additional hours (additional hours not currently offered by Spon Gate Primary School)

The charging policy covers children accessing nursery provision which is additional to the Early Years Foundation Stage funded education

No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week or the additional 15 hours per week, but parent/carers can purchase additional childcare provision where available

The costings are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations.

Application for a Nursery Place

If you choose to apply for a place at Spon Gate Primary School Nursery please complete an application form in school or by downloading a form from our website

<https://spongatprimary.com/nursery-application-form/>

We recommend that you apply 12 months prior to the date of required commencement.

Securing place deposit

If offered a place or you take up any additional sessions we will require a deposit equal to four week's fee (£15 per day). Should the place be accepted then refused at a later date the deposit will not be returned.

The parent / carer must confirm within one week of receiving notification that they still wish to take up the Nursery place. If the place is not confirmed it may be withdrawn.

Pricing Structure

Additional child care/ad hoc nursery places may be purchased at the following costs (from September 2021):

Provision	Cost
Breakfast Club Provision for Nursery Pupils	<i>Currently Not Available. Any special concessions to be considered individually.</i>
1 Year Olds (Funded)	<i>Currently Not Available</i>
1 Year Olds (Non-Funded)	<i>Currently Not Available</i>
2 Year Olds (Funded)	<i>Currently Not Available</i>
2 Year Olds (Non-Funded)	<i>Currently Not Available</i>
3 to 4 Year Olds (15 hrs Funded)	<i>No Cost (15 hours funded only)</i>
3 to 4 Year Olds (30 hrs Funded)	<i>Currently Not Available</i>
3 to 4 Year Olds (15 hrs Non-Funded & Part Funded)	<i>Any special concessions to be considered individually. £15 per session</i>

Additional sessions

We only offer 15 hours of nursery provision a week. These are mornings only. All fully funded places must be for the whole week. For any other type of arrangement, this would need to be discussed and agreed by the Headteacher. The nursery does not currently offer any other type of childcare provision.

Payment

Terms and conditions and collection arrangements form part of the admissions policy and procedures

Parent/carers will only be invoiced for those sessions not covered by the free nursery entitlement. These sessions are charged at an hourly rate of £5p/h.

Timing of payments

All fees are payable in advance a week before the start of each month.

Payment are by BACS (direct bank transfer) or cash only. Any charges arising from payment in

uncleared funds will be passed on to the parent/carer.

Non-payment fees

Payment of unpaid fees will normally be pursued through the small claims court. If payment has not been received within 4 weeks of the date of the invoice, then additional sessions will be withdrawn. Debts will be chased in line with the school's Debtors Policy.

Changes to sessions

Unfortunately, we are unable to accommodate short term changes to nursery sessions such as changing from a Thursday morning to a Friday morning for one week only, as this makes planning appropriate staffing cover very difficult and increases administrative time and costs.

Additional fees

Spon Gate Primary School Nursery reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes per child, to cover the additional staff costs incurred.

Additional charges may apply for special events for example in school activities such as fayres or trips etc. Parent/carers will be notified in advance when this is the case.

Late payment fees

A late payment fee of £15 will be applied for each payment not received by the agreed due date. If payment has not been received within 4 weeks of the date of the invoice then additional sessions will be withdrawn.

Absences

Charges will be made for sessions even when a child is absent through sickness or holidays. Charges will be made for sessions when a child is absent due to events out of our control e.g. Election days and national lockdowns etc.

Notice for Withdrawal

The notice period for withdrawing a child from any additional services at Spon Gate Primary School Nursery is one calendar month.

Other contributions

Contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Support for Childcare Costs

Parent/carers may be able to access a range of tax credits and grants to support childcare costs. Childcare costs cannot be met directly from the school budget.

Remissions

Children who are eligible for the pupil premium fund may be considered for help and support in other ways. Please discuss any issues with the Headteacher.

10. Confirmation Letters & Additional Information

Spon Gate Primary School administer fees associated with providing confirmation of school attendance for former pupils of the school. The fee covers administrative costs and is separate from any GDPR Subject Access Requests.

Charges for Confirmation Letters applies only to children who have left Spon Gate Primary School. Current pupils and their families will not be charged for confirmation letters.

Standard Charges

Service Provided	Fee
Standard Attendance Confirmation Letter (PDF)	£15
Additional Information Requested	Up to £30
Printed Copy + Standard Second Class Post	Additional £1.50
Printed Copy + Standard First Class Post	Additional £2.50
Printed Copy + Signed For Post	Additional £4.50
Printed Copy + Special Delivery Post	Additional £10.00
Printed Copy + Postage Overseas	Not available

All fees must be paid in advance. Letters will be sent as a PDF via email unless a printed copy is requested.

Payment Process

Payment details will be provided upon request of the letter. Once payment is received, the letter will be produced and sent within 10 school days, unless the school is closed for out of term holidays.

Payments can be made via BACS to the school's current account or by cash to the school office.

Exemptions

The Headteacher may waive or reduce the fee in cases of hardship, financial difficulty or an extenuating circumstance, at their discretion. The request for exemption should be included at the time the initial enquiry is made, outlining the reason for consideration.

A decision on an exemption request will be provided within 7 working days.

Additional Notes

The confirmation of attendance letter is a standard document confirming the dates a child attended Spon Gate Primary School. The letter will be not be addressed to a specific person or organisation. If more detailed information is requested, additional charges (up to £30) may apply, depending on the complexity of the request.

This process is separate from GDPR Subject Access Requests, which follow a different statutory process and do not incur a charge.

How to Request a Letter

Requests for a confirmation of attendance letter should be made to the school- admin@spongate.coventry.sch.uk - in writing with details of the former pupil's full name, date of birth, and years attended. Requests can only be processed if they have been submitted by those who have parental responsibility.

Letters requiring additional information such teacher inputs, levels at the time of study, character references and copies of reports will incur charges as set out above.

Production

On receipt of payment, the letter will be produced and sent in PDF format via email. If a printed copy is needed, this must be specified at the beginning of the process and a postal service chosen. The fees for printing and postage options are set out above.

11. Miscellaneous Charges (other than for students)

Photocopier charges

25p per copy for black and white

60p per copy for

Value Added Tax

The Governors are constrained by law to apply value added tax to all transactions where appropriate.

