

Charges and Remissions Policy



Last reviewed	October 2026
Reviewed by	Catherine Phillips
Approved by	Governing Board
Date of approval	October 2026

Policy aims:

The aim of this policy is to set out what charges will be levied for activities in St. Leonard's Primary School, 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.

We aim to provide a broad, balanced curriculum for all pupils within our care. However, it is recognised that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole, or part, from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

Responsibilities:

The Governors of St Leonard's Primary School are responsible for determining the content of the policy and the Headteacher/Office Manager for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

At St Leonard's Primary School letting application, agreement and risk assessments must be completed by the hirer before the letting commences.

Hirers must agree to follow the St Leonard's Primary School Lettings Agreement and Policy and are required to provide a copy of their public liability insurance prior to the commencement of the letting.

Charges:

The Governors of St Leonard's Primary School have agreed that charges may be made for the following:

Day, Part Day Educational Visits and Educational Visitors

For visits occurring during school time, the Headteacher will invite a voluntary contribution from parents to meet part of the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Charges may be waived or reduced for children whose parents make an application to the Headteacher.

Pupil Premium children will be funded at least in part for all educational visits. The percentage to which the school funds the place will be at the discretion of the Headteacher.

Residential Visits Outside School Time

Parents are required to pay a percentage towards the cost of the visit, and this figure is reviewed annually. Charges may be waived or reduced for children whose parents make an application to the Headteacher.

Pupil Premium children will be funded at least in part for all residential visits. The percentage to which the school funds the place will be at the discretion of the Headteacher.

Instrumental Music Tuition

Pupils learning to play a musical instrument and who receive tuition from a peripatetic instrumental teacher are required to pay the cost of this tuition. There may also be a small hire charge for the instrument, but the county also offers a "try before you buy" scheme and a VAT-saving purchase scheme to assist young players.

Classroom Materials

No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

Wrap Around Care

Charges are made for wrap around care, including nursery where funded hours do not cover the hours required. These fees are kept under review and may be changed subject to one calendar months' notice. Places may be offered at a reduced rate or no cost at the discretion of the Headteacher.

Lettings

Lettings for available areas of the school must be approved by the Headteacher. Charges are reviewed annually.

Remissions:

Children whose are identified as pupil premium will not be excluded from activities on grounds of financial hardship. Where parents are concerned that they cannot afford charges, even with school funding, they should speak to the school office.

LETTINGS 2026-27

	COST	OTHER INFORMATION
FIELD	£30.00 per 2 HOURS	School pitch Organising group to hire port-a-loo
TRAINING ROOM – Including Toilet Use	£16.50 per HOUR During school hours only	Charge waived in exchange for a staff member attending the training course.
HALL	£16.50 per HOUR After school 3.30-4.30pm	The charge may be waived if the letting is offering an extra curricular opportunity to pupils.

EXTENDED SCHOOL CARE 2026-27

Charges are subject to change with one calendar months' notice:

SESSION	COST	OTHER INFORMATION
Leo's Den		
7.50pm – 9.00am	£5.00	Breakfast Club (Full Session) Breakfast included
3.15pm – 5.30pm	£8.00	Afterschool Club Snacks included
5.30pm – 6.00pm	£5.00	Afterschool Club
Nursery		
Morning session 8.40am - 11.40am	£19.50 (£6.50 per hour)	
Lunch session 11.40am - 12.20pm	£3.50	Meals chargeable at the rate set by the catering provider
Afternoon session 12.20pm - 3.25pm	£19.50 (6.50 per hour)	

