



Brentfield Primary School

Children of Today Champions for Tomorrow

Charging & Remission Policy

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| Headteacher | Mrs N. Harmer |
| Person Responsible | Mrs D. Turner |
| Approved by Governors | 5 th Feb 2026 |
| To Be Reviewed | Spring Term 2027 |

Introduction

Brentfield's leaders recognise the importance of a broad range of learning experiences, including trips, visits and visiting specialists delivering educational workshops to the children in school. The Governing Body have agreed to this policy to ensure that all children are offered the opportunity to benefit from the activities provided by the school.

1. Prohibition of Charges

The school cannot charge for the following:

- Admissions
- Education provided during the school day or outside the school day if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- For transport during school hours to school organised activities.

2. Voluntary Contributions

When organising school trips, activities or visits to enrich the educational experience in Brentfield, the school will ask for voluntary contributions from parents and carers. The contributions made will cover the cost, the school will not make a profit from any trips or visits. No child will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient funds are raised the trips or activity may have to be cancelled and refunds given

3. Charges

Charges for Academic Year 2026 – 2027

- **School Meals**

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| Children who attend Nursery | £2.90 |
| Children in Reception to Year 6 | No Charge |
| Staff | £3 per day (£15.00 per week) |

- **Breakfast Club**

From 7.45 a.m. till 8.45 a.m.

(requiring registration and payment before joining)

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| Child | £2.50 per day (£12.50 per week) |
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| Any subsequent children from the same family | £1.70 <i>per child</i> per day |
| Staff | £1 (On working days) |

- **After School Club**
From 3.30 p.m. till 5.30 p.m.

(requiring registration and payment before joining)

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| Child | £13 per day (£65 per week) |
| Any subsequent children from the same family | £10 <i>per child</i> per day |
| Half Sessions after any Extra Curriculum Club | £11 per day |
| Staff | £10 (On working days) |

- **Nursery**

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| Children aged 2-3 Years With funded 15 hours With funded 30 hours | £12.00 for any additional hour |
| Children aged 3-4 Years With funded 15 hours With funded 30 hours | £9.00 for any additional hour |

- **Late Pick Ups**

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| Late Collection 3.20pm - 3.40pm | £3 (Repeat late collections will result in a fee of £9.00.) |
| Late collection 3.40pm onwards | £9 |
| Nursery Late Collection 11:35 – 11:50am 3:35 – 3:50pm | £10 |
| Late children will be automatically sent to after school club and will be charged £11 Nursery children collected late after 11:55am will be admitted into the afternoon session and charged the appropriate fee per hour including a lunch fee. | |

- **Extra-Curricular Clubs**

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| Sports & Enrichment Clubs | £10 per term |
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- **Miscellaneous Charges**

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| Lost or damaged books | £7 |
| Letters written by school | £5 |
| Disability Allowance Forms | £10 |

- **Residential Visits**

A charge will be made for the cost of board and lodging which will not exceed the amount paid for the booking of the visit. The school will not profit from any visits

- **Breakages**

In the case of wilful or malicious damage to the school's premises or resources, the Headteacher may decide to make a charge. Each case will be dealt with individually and will be at the Head's discretion in consultation with the Chair of the Governing Body

We may charge for:

- Books and materials that the parent wishes the child to keep or has failed to return (the cost will be made clear to the parents before charge)
- Optional extras
- Education provided outside of school time that is not part of the national curriculum
- Music tuition provided at the request of the parent
- After school Enrichment Club

Remissions and concessions:

The school will consider the remission of charges to parents or carers who are unable to meet any one of the charges.

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Headteacher.

This policy is based on the information provided by DFE:

<https://www.gov.uk/government/publications/charging-for-school-activities>