



Pirton Hill Primary School

Charging and Remissions Policy

(September 2025 – August 2026)

Originated by: Business Manager
Ratified by Governors: June 2026
Review date: Spring 2026

This policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996. Please also refer to the Pirton Hill Lettings Policy and Debt Policy.

1. Overarching Values

Expect:

*We all **expect** to work hard, and meet our own high expectations, in a safe environment with access to high quality resources and opportunities that broaden our horizons.*

Believe:

*We all **believe** in ourselves, and each other, and know that everyone has something special to contribute.*

Achieve:

*We all have the opportunity to **achieve**, and fulfil our potential, regardless of our backgrounds.*

Enjoy:

*We all strive to develop passionate and determined life-long learners who **enjoy** learning, understand how to progress and take pleasure in succeeding.*

2. Introduction

The Governing Body recognises the valuable contribution that a wide range of additional activities, including educational visits, writers and artists in residence and clubs can make toward pupils' personal and social development. The Governing Body aims to promote and provide for such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

3. School Visits

3.1 The legislation regarding educational visits refers to 'school hours'. 'School hours', in turn, refer to the school day which is split into two sessions regardless of start or finish times; a 'half day' means any period of 12 hours ending with noon or midnight (00:01-12:00 or 12:01-23:59) *This definition only applies to the 190 school days as per the published term dates (exc. weekends, school/ bank holidays).*

3.2 Day Visits

No charge will be levied in respect of day visits that take place mainly (over 50%) or wholly during 'school hours' and are an essential part of the curriculum (please also refer to section 10).

3.3 Day Visits (Outside 'School Hours' or optional)

A charge will be levied for all non-residential activities which take place mainly (over 50%) or wholly outside 'school hours', or which are optional and do not constitute an essential part of the curriculum, where the child's participation has been agreed in advance by parents. The charge will include the following costs (where appropriate): travel, entrance fees, insurance, books and equipment, and any staff (teaching or non-teaching) engaged specifically for the activity.

3.4 Residential Visits

If the proportion of 'school hours' on the visit is less than 50% of the total time of the visit, a charge will be levied for the full cost of the visit (to include the costs outlined in 3.2). If the proportion of 'school hours' on the visit is more than 50% of the total time of the visit, a charge will be levied for board and lodging only (please also refer to section 10).

4. Optional Services

4.1 Extra-Curricular Clubs

Since extra-curricular clubs are not a necessary part of the National Curriculum a charge will be levied for these activities.

Agreed Extra-Curricular Clubs Charges for 2025 – 2026

£7 per child, per club (per half term)

These will be committed to in half term blocks (varying number of weeks) and parents are expected to make payment in full, and in advance, for these activities.

Where they are provided **by outside providers** at a cost to the school, parents may be asked to cover all costs, making payment in full, and in advance, for these activities.

With all clubs, no refunds will be given if a child decides to stop attending the activity or is removed by the school from the register for poor behaviour or 2+ late collections (refer to section 6.7 of the Pirton Hill Primary School Attendance Policy).

4.2 Hot School Meals

4.2.1 Hot School Meals are provided by an external catering contractor and they are responsible for setting the cost of the meal.

4.2.2 Currently, all children in Reception, Year 1 and Year 2 are entitled to a fully-funded, lunchtime meal [Universal Infant Free School Meals]. No charge will be levied for these.

4.2.3 Parents of children in Year 3 – 6, whose children are eligible for free school meals, must ensure that they complete the appropriate form, and show proof of entitlement, to the school office. If this process is not followed it will result in a parent being charged for any meals they have ordered.

4.2.4 For all other children in Year 3 – 6, hot school meals are optional and, therefore, parents will be expected to make payment in full, and in advance, to the catering contractor for this service.

4.2.5 In the event that a child in Year 3 – 6 (not eligible for free school meals) gets to lunchtime and has not brought a packed lunch, and parents have not pre-ordered a hot school meal for them, the school office will contact the parent / carer and ask them to either:

- a) urgently provide a packed lunch
- b) purchase an 'emergency school dinner' – which is the jacket potato option.

To cover the additional administration costs associated with management of providing an emergency school dinner, school governors have agreed a 15p administration charge for this. So the cost to parents / carers will be the cost of the school meal (set by Dolce) plus 15p.

4.3 Out-of-hours Childcare (Early Birds / Night Owls)

The provision of out-of-hours childcare is not a requirement and this is an additional service that the school provides to those parents who require it. Therefore, a charge will be levied for this service.

Agreed Out-of-Hours Childcare Charges for 2025 – 2026.

- | | |
|-------------------------------------|---------------------------------------|
| ○ Early Birds (7.30 – 8.45am) | £4.50 per session |
| ○ Night Owls (3.15 – 6.00pm) | £10.80 per session |
| ○ Late Collection Fee (from 6.01pm) | £6.00 per 15 minutes (or part 15mins) |

The full session costs apply irrespective of the time that a child arrives (after 7.30am), leaves (before 6.00pm) or if they attend an extra-curricular club during part of a session.

Cancellations must be made at least 24 hours prior to the start of the session – which will entitle the parent / carer to a credit. Cancellations (with less than 24 hours' notice), or missed sessions, will not be eligible for a credit due to staffing / food costs.

5. Music Tuition

5.1 The school levies a charge in respect of individual music tuition, group music tuition and associated examination entries, if the teaching is not an essential part of the National Curriculum followed by the pupil. *The parent will be responsible for purchasing all other resources (e.g. instrument, sheet music, music stand).*

Agreed Music Tuition Charges for 2025 - 2026

£10 per lesson (30mins inc. setting up time)

These will be committed to in half term blocks (varying number of weeks) and parents are expected to make payment in full, and in advance, for these activities.

6. Art / Design Technology (inc. Cookery)

6.1 Where the parent has indicated in advance that they wish to retain the items produced by their child as a result of Art or Design Technology (including cookery), a charge may be levied for the cost of the materials used. The school will send home a letter as appropriate.

7. Swimming (Year 4 only)

7.1 Learning to swim is a National Curriculum requirement and, therefore, no charge can be levied. However, the governors have agreed to request a voluntary contribution (see section 10) to assist the school with the cost of providing these lessons. As noted in section 10, pupils will not be treated differently according to whether or not any contribution is made in response to the invitation.

Agreed requested voluntary contribution for 2025 – 2026

£ TBC cost per session

8. Damage to Property / Loss

8.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment or resources), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8.2 A charge will be levied for damage, neglect or loss of IT equipment (e.g. laptop, Chromebook or wireless router) which is loaned (at no cost) to support remote learning. This is outlined to parents / carers in the Loan Agreement (see Appendix 2), which is signed prior to any equipment being loaned.

8.3 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment or resources) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

9. Late Collection

9.1 In line with section 6.6 of the Pirton Hill Primary School Attendance Policy, and under Section 457 of the Education Act 1996 and relevant Regulations, the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

9.2 Pirton Hill Primary School Attendance Policy states:

7.6.3 The Governing Body has decided that, except in emergency situations, where children are not collected from the school at the appropriate time at the end of the school day or after school activity ending, then the child will be placed in the schools after school care provision and a charge will be made to the child's parent or carer for the cost of the session. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection. The parent will be issued with a charge to WEDUC and will be expected pay. Failure to pay will lead to further action being taken.

9.3 Agreed Late Collection Charges for 2025 – 2026

- Night Owls (After School Club) per session £10.80

10. Voluntary Contributions

10.1 Where the school cannot levy charges, and it is not possible to fund these additional activities / equipment from within the resources ordinarily available to the school, the school may invite parents to make a contribution towards the cost of the activity / equipment. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the invitation.

10.2 Where there are insufficient voluntary contributions to make an activity possible, then it will be cancelled.

10.3 In view of the cost of educational visits on the school budget, the Governing Body have agreed that no refunds shall be given from now on except in exceptional circumstances. Refunds given in exceptional circumstances need at least 48 hours prior to the visit taking place and the Headteacher, Deputy Head or the Business and Resource Manager only, may authorise refunds.

10.4 For 2025/26, the governors have set the viability threshold for voluntary contributions for educational visits / visitors at 80%. This is based on the restraints of the school budget and the funding that they allocate to supplement these.

11. Lettings (please also refer to the Lettings Policy)

11.1 The school encourages links and liaison with the local community and welcomes its premises being used after the school day or at other times by groups which directly or indirectly help create a richer and more diverse environment for pupils and staff.

11.2 Many of the groups which the school would wish to use its facilities generate no income for themselves. Whilst recognising that the school has a statutory duty to ensure that it does not suffer a net loss in letting out facilities, the Governors believe that the school should seek to set any scale charges at a reasonable level that is not unduly onerous for those organisations within the community which operate on a voluntary basis.

11.3 Whilst the school encourages a wide variety of activities to take place on the premises, the Governors reserve the right to refuse a letting if the nature of the event proposed is likely to create tension in the school or local community or is in any other way seen to be divisive.

11.4 Agreed Letting Charges for 2025 – 2026

£20 + VAT per hour (per area e.g. School Hall)

12. Remissions Policy

12.1 If a parent of a child is in receipt of Income Support / Universal Credit, Income, support under Part VI of the Immigration and Asylum Act 1999, the guarantee element of State Pension Credit or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an Annual Income, as assessed by HMRC, that does not exceed £16,190), charges in respect of board and lodging will be remitted in full.

12.2 Parents whose family circumstances make it difficult for their children to take part in particular activities for which a charge is made are invited to apply in confidence for the remission of such charges in part or in full. Authorisation of remission will be made by the Headteacher/Business Manager (see Appendix 1).

Refer: DfE Charging for School Activities – May 2018

Appendix 1: Application for Funding against the School's Charging and Remissions Policy



**Pirton Hill Primary School
Application for Funding against the
School's Charging and Remissions Policy**

Child's Name:		Class:
Educational Visit to:		
On (date):	Cost for Visit:	£
I am able to pay a contribution towards the cost of the visit of:		£
<p>Please give details why you feel you should be granted a remission on charges levied for the above Educational Visit.</p> <p>If your child does not have a current Free School Meal status, please provide evidence of the Government benefits you are in receipt of (must be dated within the last 6 months).</p> <p>All details will be kept private and confidential.</p>		

Your application will be considered by the Headteacher/Business Manager and may be taken to the Governing Body for their approval.

- ☐ School will grant full remission of charges.
- ☐ School will grant part remission of charges. Parent contribution required: £_____
- ☐ No remission can be granted on the information supplied:

Signed _____

Headteacher / SBM / Chair to the Governing Body

Date _____

Appendix 2: Loan Chromebook Agreement

Pirton Hill Primary School

Butely Road, Luton, Bedfordshire LU4 9EX

Tel: 01582 507924 Fax: 01582 509520 E-mail: admin@pirtonhill.co.uk



Headteacher: G. Booth (Mr) B.Ed. (Hons) Deputy Head: C. Ellis (Mrs) B. Prim. Ed.

Parent / Carer Agreement – Loan of Chromebook

Pirton Hill Primary School has agreed to lend a Chromebook to your child during this period of school or class closure to support their home learning. Each student will be allocated a Chromebook, Power Adaptor and a Protective Case. If your child requires a mouse or headphones for the device these should be purchased separately by the parent/carers.

The Chromebook and any accessories including chargers must be returned to school in the condition they were received. The school reserves the right to claim financial recompense in the event that the Chromebook, charger or case is lost, stolen or accidentally damaged.

Terms and Conditions

As a parent / carer of a pupil to whom a laptop/Chromebook has been loaned you have read and agreed to the following terms and conditions:

- I understand that it is my responsibility to ensure that the equipment is treated with appropriate care and is maintained in good condition.
- I undertake to return the device, charger and case to the school, in good working order, when requested by the school or when my child ceases to be a pupil at the school for any reason.

Acceptable Use

- I understand that the equipment provided is the property Pirton Hill Primary School and is for the sole use of assisting in the delivery of the school curriculum whilst the school or class "bubble" remains closed.
- I understand that this equipment may be accessed by other family members solely for the purpose of assisting my child with educational activities, but must not be used for any other purpose.
- I will ensure that any internet access using the laptop/netbook at home is for an appropriate educational purpose.
- I agree that the school will monitor the use of the laptop and will log any inappropriate access. I understand that follow up discussions may occur if the use of the laptop is deemed inappropriate.
- Should any faults occur, I agree that I will notify the school as soon as possible so that the school's ICT staff may undertake any necessary repairs. Under no circumstances will I, or anyone other than school ICT staff, attempt to fix suspected hardware or software faults.
- I agree that any telephone and/or broadband charges incurred by any user accessing the internet from any site other than school premises are not chargeable to the school.
- I confirm that I have read and agree to adhere to the Acceptable use Policy.

Pirton Hill Primary School

Butely Road, Luton, Bedfordshire LU4 9EX
Tel: 01582 507924 Fax: 01582 509520 E-mail: admin@pirtonhill.co.uk



Headteacher: G. Booth (Mr) B.Ed. (Hons) Deputy Head: C. Ellis (Mrs) B. Prim. Ed.

Accidental Damage

- To avoid accidental damage, I will follow the school's recommended precautions:
 - ✓ Only touch the screen gently, and be gentle with the keyboard, trackpad, and ports
 - ✓ Do not place any heavy items on top of the Chromebook
 - ✓ Do not close the Chromebook with any items, e.g. books, between the keyboard and screen
 - ✓ Do not force the screen / lid backwards
 - ✓ Never carry the Chromebook by the screen
 - ✓ Do not eat or drink near the Chromebook
 - ✓ Use in a safe way, ideally at a table, without trailing cables or other hazards
 - ✓ The Chromebook, case or charger must not be defaced (e.g. by sticking stickers on)
 - ✓ When not in use, store the Chromebook in its protective case, in a secure place, out of sight
- Should any accidental damage occur, I agree that I will notify the school as soon as possible so that the school's ICT staff may undertake any necessary repairs.
- I understand that I may be asked to pay for / contribute to any repairs due to accidental damage that are not covered by the device warranty.

Loss and theft

- I understand that if a Chromebook is lost or stolen, I must report this to the school immediately, so that the Chromebook can be remotely disabled. In the case of a theft this should be reported to the police and a crime number obtained.
- I agree to pay the cost to replace the Chromebook, case or charger if it is lost, stolen or accidentally damaged beyond repair. I agree to pay 50% of what the school paid for the Chromebook (£125). I agree that I would cover the full cost of the case (£6.50) and the charger (£25.00).
- I understand that my help will be needed to file any insurance claims.

Parent / Carer Agreement: I have read and agree to be bound by the terms and conditions set out above

Name of Student:	Class:
Name of Parent/Carer:	
Signature of Parent/Carer:	Date:
Make: DELL Model: CHROMEBOOK 3100 Serial Number:	Charger: <input type="checkbox"/>
	Case: <input type="checkbox"/>
RETURN: Items and Condition	
Chromebook: <input type="checkbox"/>	
Charger: <input type="checkbox"/>	Case: <input type="checkbox"/>
Return Date:	Received by: