John Bunyan Primary School

& Nursery



Charging & remissions policy

2026

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1.0 Confirmation that the Charging and Remissions Policy in respect of John Bunyan Primary School & Nursery has been discussed and formerly adopted by the Finance Committee.

1.0 CHARGING POLICY

2.1 School Meals

The charge for a school meal will be set annually by the governing body following consideration of the Catering Business Plan as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/text/letter.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

2.2 Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable
- will not exclude a child from participating in an activity during the school day on financial grounds

2.3 Residential activities:

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

Charges that apply:

- travel costs – transport to and from the residential activity
- board and lodging
    - full cost of board and lodging on residential trips whether or not it takes place during school hours
    - parents / carers will be informed of the cost before the activity takes place

- full cost recovery for residential activities that take place outside of school hours

No charge applies:

- where parents / carers in receipt of certain benefits may claim exemption in accordance with the remissions guidance below
- for education costs incurred on any visit during school hours
- for education costs incurred on any visit outside school hours if it is part of the school's curriculum

2.4 Music Tuition

Instrumental tuition or singing lessons do not form part of the curriculum but are an additional activity arranged by the school and delivered by specialist tutors either on an individual basis or as part of a group, following parental request. The cost of such lessons is dependent on the charges applied by the tutors, the size of the group, the duration and frequency of each lesson.
The school operates on full cost recovery basis.

3.0 Extra-curricular activities:

3.1 Curriculum related clubs

Where these activities run outside of normal school hours, (ie. sports clubs, homework club, art club) a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff /coaches or materials used. The total charge will not exceed the actual costs incurred in the provision of the activity and will be set by the Headteacher in consultation with the Finance Committee.
Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parent's willingness to pay the charges.

Parents/carers are able to claim remission from such charges in accordance with the guidance below.

3.2 Wrap Around Care

- charges apply in accordance with the rules laid down in the school's separate Breakfast Club and After School Club agreements/confirmation to parents.

3.3 Nursery Lunch

- charges apply in accordance with the rules laid down in the school's separate Nursery 30 hour agreement/confirmation to parents.

4.0 Other areas:

4.1 Charges apply:

- books and materials belonging to the school that a pupil has lost
- books and materials that a parent wishes a pupil to keep after having been advised of the cost
- activities taking place outside school hours that are not
    - part of the school's curriculum
    - part of a syllabus for a public examination that the pupil is being prepared for by the school
    - part of the school's basic religious education
- property damage – each individual case to be decided upon by the Headteacher
    - full repair costs incurred as a result of wilful or reckless damage to school property by a pupil or parent/carer
    - full recovery of costs incurred by the school as a result of damage caused by a pupil to third party property

4.2 No charge applies:

- for activities taking place during school hours except any of those listed above
- for transport during school hours for school-organised activities except for educational visits as detailed above
- for activities outside school hours that are part of the
    - set curriculum including sports matches against other schools / academies
    - syllabus for a public examination that the pupil is being prepared for by the school
    - school's basic religious education syllabus
- for admissions.

5.0 Voluntary contributions

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled; any monies already collected will be refunded to the relevant parents/carers.

6.0 DBS checks

The school will cover the cost of DBS checks for all employed staff.
The school will cover the cost of DBS checks for volunteers.

7.0 REMISSIONS POLICY

The Headteacher and Chair of Governors will authorise the remission of charges in all cases.
The school will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

The school may decide to subsidise part or all of the payment of some charges for certain activities and pupils; each event or case will be considered individually by the Headteacher and the governing body.