

Richmond Avenue Primary & Nursery School



Charging and Remissions Policy

Reviewed: Autumn 2026



Rationale:

At Richmond Avenue Primary & Nursery School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents' financial means.

At Richmond Avenue Primary & Nursery School this charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Charging:

Fixed school charges for the academic year 2026 - 2027:

School Lunches.

Currently free for Reception, Years 1 and 2 through the UFSM scheme.

£3.10 per meal for Years 3 – 6 and pupils in Nursery whose parents choose to pay for a school lunch.

Nursery Sessions.

£24 / session. (If funded, children ages 2+ are entitled to 15 hours. 3+ are entitled to either 15 or 30 hours funded sessions.)

Lunch sessions can be paid for at £6.50 and you can either send in your own lunch or pay for a school dinner.

Additional sessions can be purchased, if available, by those entitled to free sessions or by parents of 'private sessions' at a cost of £24 / session.

All nursery sessions must be booked and paid for in advance.

Late Collections.

If a child is not collected from school at the expected time without notification in advance and a valid reason for being late, where no alternative collection can be arranged, the parent/carers will be charged a late fee for administration and supervision outside of academic hours.

The initial fee is £5 per child, per event. If this is repeated, however, within a half term, the fee will rise to £10 per pupil.

We recognise there are valid, emergency situations and this is why we strongly recommend multiple contacts on MCAS and 'reserves' able to collect your child in an emergency.

Optional Extras:

We charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - o The national curriculum
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Music festival tickets and transport for pupils and or parents of those pupils performing
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, supervised homework sessions)

When 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 engaged specifically to provide the optional extra)
- The cost, or an appropriate 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

Voluntary Contributions:

As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

Some activities for which the school may ask parents for voluntary contributions include:

- **Day and part day educational visits.** For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit and transport to/from 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.
- **Visiting groups (e.g. theatre groups) or speakers who may charge the school for their services.** For events occurring during school time the Headteacher may invite a voluntary contribution from parents to meet the cost of the event. 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.
- **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.
- **Instrumental music tuition.** School Music teachers may provide lessons during the school day and parents are requested to pay a subsidised amount towards the cost of these lessons. Charges may be reduced for children whose parents are in receipt of some state benefits and have made an application to the Headteacher.
- **Residential Visits within school time.** The cost of educational activities and travel may be covered by voluntary contributions as above, depending on the event. However, the cost of board and lodging will be charged for; charges may be waived or reduced for children whose parents are in receipt of some state benefits and have made an application to the Headteacher.

In all the above cases the Academy Committee will ensure that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Other voluntary charges:

- **Performances.** Donations to designated charities.
- **Non-Uniform Days.** Up to £1.00 (for various Charities through the year)
- **Swimming.** As part of SECAT, we do not charge pupils for swimming lessons within the school curriculum.

In cases where events are cancelled due to lack of support/donations, monies already paid will be returned to the payee excluding any non-refundable deposits from external providers.

Any eventuality not covered by this policy will be considered by the Headteacher and a decision made in line with the SECAT Policy on Charging.

Remissions:

At Richmond Avenue Primary School in order to remove financial barriers from pupils, the Academy Committee has agreed that some activities and visits, where charges can legally be made, may be offered at a reduced charge to parents in particular circumstances. This remissions policy sets out that circumstances in which such charges may be subsidised.

Families qualifying for remission or help with charges:

Remission may be available if you are in receipt of the following:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed Element of State Pension Credit
- Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)
- Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Additional considerations:

- We have an established system to all parents to pay in installments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip
- Where possible, especially for residential visits we will aim to give as much notice as possible
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where-ever possible.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.