



## **HEDNESFORD HILLS FEDERATION**

### **Charging & Remissions Policy 2026-2027**

#### **1. Introduction**

The purpose of this policy is to ensure that there is clarity about the items which the Federation will provide free of charge and the items for which there may be a charge requested on a 'voluntary contribution' basis.

#### **2. Responsibilities**

The Executive Headteacher will ensure that staff are familiar with and correctly apply this policy. The Governors will review this policy annually.

#### **3. Policy statement**

During the Federation day, all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the Federation and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument (see also section 8 below). Voluntary contributions will be sought for activities during the Federation day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make any contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-Federation based organisation such as *Theatre Groups and Workshops*, to arrange an activity during the Federation day. The Federation may pass on a proportion or all of the costs of such events to parents, who may, if they wish, ask the Executive Headteacher to agree to their child being absent for that period.

#### **4. Optional activities outside of the Federation day**

The Federation has some after Federation activities run by staff, for which a small charge may be applied to cover the cost of resources used during the activity. However, contributions will be sought during activities run by external providers that entail additional costs, and Parents and Carers will be notified in advance of the costs.

#### **5. Residential and Trips**

Charges will be requested for board, lodging, transport and insurance. Pupils whose parents are in receipt of eligible benefits (i.e. if children are currently in receipt of free school meals) may be able to request help towards the costs of any residential from the pupil premium fund. The amount applied will be at the discretion of the Executive Headteacher and School Governors.

Other charges for trips will be requested to cover the actual costs of any activities, as appropriate. Parents are given the breakdown in costs through letters provided about the trips/residential visits. Charges must be made on a voluntary contribution basis. However, if insufficient funds are available to cover the costs it may be necessary to cancel the trip

When trips and activities are booked with the provider it may be necessary to pay a non-refundable deposit to the provider and the total balance in advance of the trip. When payment has been made in full by the parent and the non-refundable payments have been made to the provider, no refunds can be guaranteed if the child does not attend on the day. The school will make attempts to contact the provider to request a refund for non-attendees but must adhere to the terms and conditions of the provider.

## **6. Calculating charges**

When charges are made for any activity, whether during or outside of the Federation day, they will be based on the actual costs incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions, pupil premium and fundraising. The principles of best value will be applied when planning activities that incur costs to the Federation and/or charges to parents.

### **7.1 Session Fees (Pre-School)**

Fees for non-funded sessions will be automatically invoiced daily via ParentPay (online payment system for parents) in accordance with the annual fee structure in place at the time. Fees should be paid in advance of any session being taken. The current charge for non-funded pre-school fees can be found the preschool terms and conditions.

### **7.2 Session Fees (Nurseries)**

Fees for non-funded sessions will be raised monthly in advance, according to the annual fee structure in place at the time. Parents will be invoiced monthly via Staffordshire County Council. The current charge for non-funded nursery fees can be found in the nursery terms and conditions.

## **8. Music tuition**

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition. Pupils in receipt of pupil premium will receive up to 30% towards the costs of fees, the amount of which will be determined by Governors and reviewed annually. Music tuition for 26-27 will be £214.32 for the full year. Payment in full must be made once the parent has consented for their child to attend and agreed to the cost. If the child chooses not to attend at any point during the year, (or if they choose to attend other events happening in school instead) no refunds can be made, as the school is still liable to pay the full cost to the service provider. Payments can be split over three terms and must be made in advance of the start of each term.

## **9. Loss or Damage to Federation Property (please refer to the Federation debt recovery policy)**

Parents of a pupil who damages or loses any item of Federation property or equipment, including for example (but not limited to), windows, tables, laptops and computers, are liable for the cost of repair or replacement.

The decision of the required payment will be made at the discretion of the Executive Headteacher and Governing Body taking full account of the action which has led to the loss or damage.

## **10. Payment for Federation Meals & Break Sales**

Payment of dinner money should be made in advance via Parent Pay. Please refer to the Federation debt recovery policy for further details.

The charge for pupil school meals across the Federation is £2.75. All pupils in EYFS (reception class), Year 1 and Year 2 are entitled to receive a universal infant free school meal (UIFSM) daily, which will not be charged. All pupils who have made an application for and been approved for free school meals (FSM) are also entitled to receive a meal free of charge on a daily basis. The charge for a staff hot meal is £3.25 or £2.50 for a jacket potato, sandwich or wrap.

Breaktime snacks during the morning period will be offered to pupils in KS2 at a charge of up to £1.00 per food or drink item.

Preschool snacks can be purchased at 20p per item.

Children attending full days at Hednesford Nursery School have the option to purchase breakfast and afternoon Tea, currently charged at £2 per meal per day.

### **11. Lettings**

Lettings charges are agreed at the discretion of the School Governors and may differ depending on the service occupying the buildings and rooms. When determining the charge for lettings the school will consider the size of the areas accessed by the lettings (including outdoor spaces), energy consumed (gas, water, electricity), maintenance costs (including, but not limited to, cleaning, repairs/wear and tear and replacing any consumable items such as paper). The debtor should refer to their lettings agreement for details of current charges. Charges will be reviewed annually.

Signed: *G Samuels* Date: September 2026

**Co-Chair of Governors**

Signed: *S Farmer* Date: September 2026

**Co-Chair of Governors**

Signed: *C Farish* Date: September 2026

**Executive Headteacher**

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**Date of Next Review:**

**September 2027**