



VALENCE PRIMARY SCHOOL

Charging Policy

Date:	March 25
Date for review:	March 2026
Approved by Governors on:	
Signed by Chair of Governors	



Charging and Remissions Policy

Rationale

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

Aims

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

School Trips

- Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing educational opportunity for pupils.
- No pupil will be excluded or treated differently if his/her parent/s or carers/s are unable or unwilling to make a contribution.
- If insufficient contributions are pledged, then the activity may not take place at all. In the event of cancellation for this reason the event will be cancelled for all pupils.
- Where a parent/carer is unable to make the full contribution that is suggested by the school, a lesser contribution may be negotiated to ensure some contribution is made towards cost. As with failure to contribute, a lesser contribution will not influence the nature of the activity for the individual child.
- The school fund may subsidise an activity where there is a shortfall occasioned by insufficient income generated from voluntary contributions. However, if the shortfall for any activity is more than 25% of the total cost, then the activity will be cancelled.
- Pupils in receipt of Pupil Premium Funding will be eligible for a reduction in charges for school trips and after-school clubs. This will be conveyed to parents in the initial letter. Parents will be invited in to talk to the Office Manager about the reduction.
- Charges may be levied for optional extras outside school hours, if charges are levied to the school.
- Charges may include insurance and administration costs.
- No refunds will be given for non-attendance on school trips due to illness etc. A refund will be given if the child is excluded from going on the trip by the school.

Breakages and damages

- Parents will be asked to pay if their child deliberately damages school property or equipment
- The school may suggest that parents meet the cost of repair or replacement when their child's wilful action has resulted in another child's property being damaged.

Breakfast Club

This provision is funded by the parents of the children who attend. A deposit is required to secure a place and acts as the final week's payment once notice to leave has been tendered. The daily charge for Breakfast Club is £3.50 for the first child and £2.50 for any siblings. There is no charge on INSET days.

GEMS after school club

The charge is £10.00 per day for a three-hour period, £8.00 for sibling 1 and £6.00 for Sibling 2. (3pm-6pm) and £5.00 for a 1.5-hour period, £4 for any siblings. (3pm-4.30pm)

A late collection fee of £5.00 per half hour will apply.

After school lateness

Parents will be charged for childcare if they regularly pick their children up late at the end of the day or after an activity club. A late collection fee of £12.00 will apply. Admission to clubs may be refused if the fee remains unpaid.

Supporting letters for Home Office/passport applications

- Parents will be charged an administration fee of £10 for each letter produced to support Home Office Visa applications and Passport applications.
- This fee will be per letter and not per child.
- Letters will be available for collection from the office approximately 3 days after the request is received.
- Administration fee will be payable on request of supporting letter.