



Charging and Refunds Policy

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Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

Music tuition

Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent.

- No charge may be made in respect of a pupil who is looked after by the local authority
- 50% discount is applied to any pupil in receipt of free school meals.

Ingredients and materials

Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Board and lodging

Board and lodging will be charged in all cases where a school activity involves pupils on nights away from home. The charge must not exceed the actual cost.

Travel

Schools cannot charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport provided in connection with an educational visit.

Nursery

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours, or additional services.

Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. A deposit is not charged to secure your child’s place.

Charges for additional services such as trips will be agreed in advance with families. These will be payable via School Money.

There is no charge for the following –

- Cost of snacks. Families must provide a packed lunch for their child attending during lunch.
- Consumables

If parents/carers use their free entitlement elsewhere or would like additional hours, sessions can be purchased at a rate of £16.00 per session.

Other charges

Late Collection. This fee will be charged when children are not collected on time at the end of their session. The charges are as follows:

- After 10 minutes = £8
- After 20 minutes = £16
- 2.55pm onwards = £24

These charges are legitimate costs, reflecting the additional staffing and administration required to supervise pupils who are collected late.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks’ notice in writing to the office. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Our fees are reviewed annually in September. Families will be given at least 6 weeks’ notice in writing to inform them of any change, and given the opportunity to discuss their options.

Where a time lapse has occurred between the point of enquiry and their child’s start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

A deposit of £0.00 (zero) will be charged to secure a place at this setting. For funded only children, the fee will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full.

The deposit will not be returned where a place is no longer required.

A registration fee of £0.00 (zero) is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access a funding entitlement.

All families will be issued an invoice monthly in advance unless the balance equals zero. The payment term is within 10 days.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Activities outside school hours

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

For example: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Schools cannot charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Voluntary Contributions

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds
- Transportation cost for school trips and visits

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Remission of charges

Only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school may consider waiving costs in exceptional circumstances. This will be at the discretion of the Headteacher.

Refunds

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is £5 per pupil.

Useful Links

[Latest DfE guidelines](#)