



SOUTH GROVE PRIMARY

Charging & Remissions Policy (including Extended Services)

Governors Body Ratified Policy:	July 2026
Review Date	May 2027
Headteacher:	Julie Maltwood
Chair Of Governors	Ben Pheloung

Introduction

The Headteacher and Governing Body of South Grove Primary School recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. We will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

Statement

The policy complies with the requirement of the Education Act 1996.

We aim

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

Definition of the School Day

The school day is defined as: 8.45am to 3.15 pm (excluding the midday break). The midday break does not form part of the school day. This starts at 11.45-1.00pm for the Reception class, 12.00-1.00pm Years 1 & 2, 12.15-1.15pm Year 3 & 12.30-1.30pm Years 4, 5 & 6. PLM 11.30-1.15pm.

Activities for Which No Charges Will Be made

During the school day all education or activities (within the local area) that are a necessary part of the National Curriculum or the school's curriculum for religious education will be provided free of charge. This includes the supply of any materials, books or other equipment.

Education provided outside of the school day will be provided free of charge (within the local area) if it is part of the National Curriculum, or part of the school's curriculum for religious education.

Swimming Lessons

The school organises swimming lessons for each class at some point during their time at the school. These take place within the school day and are part of the National Curriculum. We inform parents when these lessons are to take place. We make no charge for this activity at present, however a voluntary contribution towards the lessons may be asked for in the future.

Voluntary Contributions

When organising school trips, visits or activities which enrich the curriculum and educational experience of the children, the school may always seek voluntary contributions towards the cost of these trips and activities in order to offer the widest possible variety of experiences to children.

All requests for voluntary contributions will emphasise their voluntary nature and the fact that children of parents who do not make such contributions will be treated no differently from those who have.

The Law states that:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

If insufficient funds are not available within the school's delegated budget and the school does not receive sufficient voluntary contributions from parents, it may be necessary to cancel the planned

activity. We do not treat children whose parents have been unable to pay differently from any other children.

The following, non-exhaustive list, gives examples of types of additional activities which may be organised by the school within the school day and for which the school may request voluntary contributions from parents:

- visits to museums or art galleries for which there is an entrance fee; transportation or workshop costs.
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatres
- musical events
- visiting drama groups
- visiting storytellers

Charges

The Governing Body reserves the right to make a charge for the activities and items detailed as follows

- any trips which are part of the school curriculum and are located outside the local area
- trips which are not part of the school curriculum or are outside the school day (i.e. weekend residential trip)
- Breakfast Club, After School Clubs and After School Provision.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupils' behaviour

Music Tuition

Charges are made to parents for individual tuition in playing any musical instrument by an outside agency, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Lost School Equipment

Parents will be expected to replace or pay for the cost of lost items of school property, including lost/damaged reading books

Breakages & Damage to School Buildings, Furniture or Property

Parents will be requested to pay for damage caused as a result of a pupils' behaviour

School Lunches

All children attending the school may opt to take a cooked lunch during the midday break; the cost of the lunch is the standard charge across the Borough applying at the time.

Children who qualify for Free School Meals are exempt from this charge. All children in Reception to Year 2 are entitled to a free school meal. Year 3 to Year 6 are entitled to a free school meal under the London Mayor scheme 2025-2026 until further notification of the scheme ending.

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act' will be free of charge. Other photocopying request will be charged at 10p per sheet as well as photocopying for their own use.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Extended Services at the School

After School Clubs

The school offers a number of additional after school clubs. Clubs are run by staff members or by outside organisations and adults who are not members of the school staff. We make a small charge for these sessions. The school will be able to supply details of the after school clubs currently taking place.

South Grove Wrap Around Crew

The school offers Breakfast Club and After School Club from Monday to Friday during term time only. Breakfast Club and After School Club are run by the school and qualified staff, in line with Ofsted requirements, at a cost to the school. A charge is made for a place via MagicBooking for South Grove Wrap Around Crew.

Pricing structures differ for Nursery pupils and students in Reception through to Year 6. Detailed charges for each tier can be found in the tables below.

A 5% discount will be applied if a term is paid in advance. Payment must be received prior to the first scheduled session.

Full Term and Standard Rate bookings require a minimum of 2 sessions per week, per child, for each club (Breakfast Club and After School Club) they attend.

Breakfast Club

Breakfast Club is open Monday to Friday from 7:30am until 8:45am during term time only.

The current fee structure is detailed in the table below. All prices are effective from September 2026.

Breakfast Club Monday – Friday 7:30am to 8:45am			
Age Group	Full Term (5% Off)	Standard Rate	Ad Hoc / Emergency
Nursery	7.98	8.40	11.00
Reception to Year 6	5.51	5.80	7.80

All bookings and payments must be made via the MagicBooking portal.

Full Term and Standard Rate bookings require a minimum of 2 sessions per week, per child.

One month notice is required via email to wrapcrew@southgrove.waltham.sch.uk if you do not wish your child to attend any more.

After School Club

After School Club is open Monday to Friday from 3:15pm until 5:55pm during term time only.

The current fee structure is detailed in the table below. All prices are effective from September 2026.

After School Club Monday – Friday 3:15pm to 5:55am			
Age Group	Full Term (5% Off)	Standard Rate	Ad Hoc / Emergency
Nursery	21.19	22.30	28.60
Reception to Year 6	13.87	14.60	20.80

All bookings and payments must be made via the MagicBooking portal.

Full Term and Standard Rate bookings require a minimum of 2 sessions per week, per child.

One month notice is required via email to wrapcrew@southgrove.waltham.sch.uk if you do not wish your child to attend any more.

Emergency service

The school will try its best to accommodate an emergency service only if there is a space available.

The school will charge the following per session.

Ad Hoc / Emergency Session	Fee
Breakfast Club Nursery	£11.00
Breakfast Club Reception to Year 6	£7.80
After School Club Nursery	£28.60
After School Club Reception to Year 6	£20.80

Wrap Around Crew Late Collection Policy

The school charges parents for the late collection of their children, and persistent lateness will result in fines per child for each occasion.

- Standard Fine: £1.00 per minute per child for any collection after 5:55 pm.
- Persistent Lateness Escalation: The charge increases to £3.00 per minute if a parent is late three times or more within a rolling one-month period.
- If a parent is late more than four times in a single half-term, we will review to withdraw the child's place from Wraparound Crew.
- Please be aware that the school will contact the relevant authorities regarding children who are persistently collected late.

All late fees must be paid at the beginning of the following week via MagicBooking. Money received from these charges is allocated directly to the Late Wrap provision budget to benefit all children in the care program. Please be aware that the school will contact the relevant authorities regarding children who are persistently collected late.

Extended Nursery

The following table outlines the fee structure for our extended nursery provision. All prices are effective from September 2026.

A 5% discount will be applied if a term is paid in advance. Payment must be received prior to the first scheduled session. Payment to be made via ParentPay.

Session	Standard Rate	Full Term (5% off)	Notes
Morning Session 9.00 am – 12.00pm	£21.70	£20.62	Equivalent to a 15-hour funded morning session
Lunch Session 11.45am – 12.30pm	£5.10	£4.85	
Afternoon Session 12.30pm – 3.30pm	£21.70	£20.62	Equivalent to a 15-hour funded afternoon
Full Day 9.00-3.30pm	£48.50	£46.08	Equivalent to a 30-hour funded time place.

Remissions

To ensure that access to activities reflects intentions, the aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Universal Credit
- The Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum or forms part of the syllabus for religious education.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with Chair of Governors.

Data Protection of pupils and families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Additional Considerations

The school recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits, giving parents as much notice as possible.
- We shall establish a system for parents to pay in instalments where this is more convenient to them.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

Monitoring and Review

The application of this policy will be monitored by the Governing Body and will be reviewed annually as part of the budget setting cycle.