OLD PALACE & CHILDREN'S HOUSE FEDERATION

CHARGING & RECOUPMENT POLICY

ADOPTED AUTUMN 2025

Charging & Recoupment Policy

1. Purpose

The purpose of the policy is to ensure that there is clarity over those items which each school in the federation will provide free of charge, and for those items where there may be charge.

The Governors are committed to a free and comprehensive education which ensures equality of access and opportunity to all pupils. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The Federation believe that all our pupils should have an equal opportunity to benefit from school activities and visits, independent of their parent's financial means. This charging and remissions policy describes how we will do our best to ensure that a wide range of visits and activities is offered, and at the same time how we try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

At both Children's House and Old Palace, all education during school hours is free. We do not charge for any activity undertaken as part of the ordinary curriculum or routine school work to deliver the Early Years or National Curriculum.

2. Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils.

The following is a list of additional costs, which may require voluntary contributions from parents. This list is not exhaustive:

- Admission fees to events/ places of interest
- Transport costs where free transport is not available
- Fees for taught workshops, for example at galleries and museums

Educational visits are an important part of learning, providing experiences which held to enrich the curriculum. These often involve additional costs. The federation invites parents to contribute towards the cost of the trip. In most cases educational visits are subsidised by the federation. The voluntary contributions received from parents/carers never exceeds the actual cost of providing the visit.
All contributions are voluntary, however if we do not receive sufficient voluntary contributions to cover the costs of the visit, it may have to be cancelled. Parents struggling to make payment are encouraged to contact the relevant school to discuss means of support which may be available.

At Old Palace, monies for school trips are collected towards the start of each half term via School Money. When a parent sends an online payment, they will automatically be sent a payment receipt via email from the software. School Money is compliant with our scheme of delegation and allows reports detailing payments to be downloaded for auditing purposes.

3. Fund Raising

Both schools within the federation will occasional host fund raising events, such as raffles and summer fetes. The monies raised will assist with costs associated with providing enrichment activities, transport, parties, and additional resources.

4. Charging

As arrangements are specific to each school, these are set out separately below

Children's House

Additional Sessions
For families who do not qualify for the 30 Hours government funding, can opt to buy additional half day sessions. Currently we charge £30 per additional session. From September 2025 this will rise to £36 per half day session.

Snack
The school will request a voluntary contribution of £10 per child per half term to help fund the provision of a daily healthy snack. Payment will be taken online.

Old Palace

Book Bags
Children are issued with a free book bag when they join Reception.
Pupil are then given a free shoulder bag, when they start Year 3.
Pupils joining in other year groups are given the appropriate bag, free of charge upon entry.
Should parents wish to purchase subsequent bags, these are sold at the cost of £4.50 per bag.
Payment is taken via School Money

Uniform Badges
When children join the school, parents are issued with a free badge
Additional badges can be purchased from the school office for £1.00
Payment is taken via School Money.

Pens
Children who have earned a pen licence are issued with a pen at the beginning of each academic year. Pens that 'run out' are replaced free of charge, however if children loose a pen they are asked to pay £1 for replacement pens.
Replacement pens are purchased from the school office and the money added to School Fund.

Residential Visits
The school offers a range of optional residential visits for KS2 pupils. The cost is subsided and the remaining fees are divided by the number of places available to calculate the cost for each pupil.
Payments are non-refundable once the booking is made, as the venues do not provide refunds. This is made to clear to parents at the information session held before each visit is offered.

Breakfast Club
Old Palace holds a Breakfast Club from 8.00 to 8.30am. At present this is free of charge.

After School Clubs
School clubs are charged at £8 per half term for a block of 5 sessions.

For pupils receiving benefit based free school meals, there is no charge.
For some clubs, such as cookery and art and craft clubs a donation towards the cost of ingredients/materials may also be requested.

Payment will be requested in advance via School Money. Refunds are not given for missed sessions.

Where educational visits or events are arranged to support after school clubs, these will be charged as set out in item 1

After School Child Care

The federation offers an After School Child Care club, which runs from 3.30-5.45pm
The cost per child, per session is £8.00
Sessions must be booked and paid for in advance. Refunds will not be offered
Pupils who are collected late from school may be admitted to this club and parents will be charged accordingly.

5. Loss, Breakage and Damage to Federation Property or Resources

Parents will be charged when home reading books are lost or returned in a damaged state
A fee of £7.50 per book will be charged.

The Governors reserve the right to charge parents if their child is found to be responsible for the willful damage of school property.

6. Responsibilities

The Executive Head Teacher will ensure that staff are familiar with, and correctly apply the charging and remissions policy