

# Goodmayes Primary School



## Charging and Remissions Policy

Version Control			
<b>Date Implemented</b>	March 2026	<b>Next review date</b>	March 2027
<b>Supersedes</b>	January 2026	<b>Policy Owner</b>	Governing Board

## Summary of policy changes:

Version: V2 – Autumn 25 and Spring 2026

The following updates have been made:

- Headteacher changed to Head of School throughout document.
- Text amended and paragraphs added **3 Educational Visits** - Headteacher or Deputy Head changed to – *speak to the School Receptionist in confidence who will seek approval from a member of the Senior Leadership Team.*

In the event that a pupil is removed from the school roll for any reason (“off-rolled”), the school will not be able to issue a refund for any contributions made towards educational visits, trips, or related activities.

This is due to the nature of advance booking arrangements, which require the school to commit to and pay for transport, accommodation, entry fees, and other associated costs prior to the date of the visit. These costs are typically non-refundable to the school, regardless of individual pupil circumstances.

- Text amended **4. After School Clubs** changed to **4. After School Clubs (managed by Goodmayes Primary School)**
- Text added/amended to **4. After School Clubs (managed by Goodmayes Primary School)**

The first step is to sign up to the club, the place is not guaranteed until the fee has been paid in full and failure to submit the required payment will forfeit the place in the club.

Club fees to be paid termly.

If children are absent from school and don't attend the club for any reason no refund will be paid for non-attendance.

Pupil premium children can apply for a reduction of fees of 50% by speaking to a member of the Senior Leadership Team.

### **All Stars Breakfast & After School Club**

Breakfast and After School Club is run by a third party provider on the Goodmayes site. Please contact the school office if you require information on days, times and costs and they will direct you to All Stars Manager.

### **Late collection**

Late collections are distressing for children and impact staff duties. There is a grace period but pupils not collected by 3.30pm will be taken to All Stars After School Club and parents will be responsible for the costs.

- **5. Pupil Premium Funding** – last sentence amended to Free School Meals, Looked after Pupils or Pupil Premium
- **6. Heading changed to School Payment Systems**  
SchoolPing changed to Arbor as software has changed.

To cover the cost of the payment platform (Stripe), a service charge per transaction is passed on to the payee.

Additionally, the school has a SumUp card machine located in school reception that accepts major debit/credit cards (Visa)Mastercard), contactless payments and mobile payments like apple and google pay.

- **9. Payment of Arrears** – Headteacher changed to member of Senior Leadership Team and last sentence removed.
- **11. Safeguarding Checks for Volunteers** – charge by LB Redbridge changed to £12.60
- **12. Events** – new section added
- **13. Advertising** – new section added

## **Goodmayes Policy School**

### **Charging and Remissions Policy**

#### **1. Instrumental Lessons**

A minority of children at the school receive instrumental lessons from music teachers of the Redbridge Music Service (peripatetic teachers). The Redbridge Music Service charges parents/carers directly on a monthly basis for these lessons. However, if the parents inform Music Service that they have entitlement to Free School Meals, the charge is passed onto the school and the payment is met from Pupil Premium funding.

#### **2. Materials for Art, Craft & Design and Design & Technology**

Governors will continue to provide basic ingredients and materials such as paper, card and clay free of charge. An exception is that electrical materials, e.g. electric motors and batteries used in making models, will be charged for if the child brings it home to keep.

#### **3. Educational Visits**

Parents/carers are asked to contribute, voluntarily, to the cost of educational visits. Any parent/carer unable to contribute to the cost is always invited to speak to the School Receptionist in confidence who will seek approval from a member of the Senior Leadership Team. Only if an adequate response to the request for contributions is received, can the visit go ahead.

A charge will be levied for the full cost of residential visits. Parental contributions are non-refundable in the event of pupils' non-attendance. Pupil Premium pupils will be financially supported in relation to residential trips by the school subsidising up to 25% of the cost of the cohort; the exact percentage will be calculated year on year based on the cohort.

In the event that a pupil is removed from the school roll for any reason ("off-rolled"), the school will not be able to issue a refund for any contributions made towards educational visits, trips, or related activities.

This is due to the nature of advance booking arrangements, which require the school to commit to and pay for transport, accommodation, entry fees, and other associated costs prior to the date of the visit. These costs are typically non-refundable to the school, regardless of individual pupil circumstances.

#### **4. Extended Schools / Late Collection**

##### **After School Clubs (managed by Goodmayes Primary School)**

There is a charge of £2.00 per child per session for After School Clubs that are run by school staff to cover the cost of equipment, support staff and specialist coaches. Club fees are required to be paid in advance on a termly basis. The first step is to sign up to the club, the place is not guaranteed

until the fee has been paid in full and failure to submit the required payment will forfeit the place in the club. Pupil premium children can apply for a reduction of School After School Club fees of 50% by speaking to a member of the Senior Leadership Team.

Where the school offers After School Clubs through a third-party provider (for example sports or dance clubs), parents/carers can be charged directly by provider or by the school towards the cost of the activity. If children are absent from school and don't attend the club for any reason no refund will be paid for non-attendance. If a child fails to attend on three occasions, the place will be offered to the next child on the waiting list.

### **All Stars Breakfast & After School Club**

Breakfast and After School Club is run by a third party provider on the Goodmayes site. Please contact the school office if you require information on days, times and costs and they will direct you to All Stars Manager.

### **Late collection**

Late collections are distressing for children and impact staff duties. There is a grace period but pupils not collected by 3.30pm will be taken to All Stars After School Club and parents will be responsible for the costs.

### **5. Pupil Premium Funding**

The school is in receipt of Pupil Premium funding, which may be used to help meet the cost of educational visits or any extended school activities for children experiencing hardship who fall into one of the following categories: Free School Meals, Looked after Pupils or Pupil Premium.

### **6. School Payment systems**

The school uses the Arbor online payment system in respect of educational visits, clubs and ad hoc resources. To cover the cost of the payment platform (Stripe), a service charge per transaction is passed on to the payee.

Additionally, the school has a SumUp card machine located in school reception that accepts major debit/credit cards (Visa/Mastercard), contactless payments and mobile payments like apple and google pay.

### **7. Breakages and Fines**

Parents/carers will be charged on an ad hoc basis up to the full cost for property or equipment (including premises, furniture, equipment, books or materials) broken or defiled. Where damage to school property is caused by thoughtless or irresponsible behaviour, parents/carers will be notified and expected to voluntarily reimburse part or all of the costs. If parents/carers are unable to contribute financially, they will be expected to come to an alternative arrangement to compensate the school. The school may suggest that parents/carers meet the cost of repair or replacement when their child's wilful action has resulted in another child's property being damaged.

### **8. Lost or Damaged ICT Equipment – Staff**

There is an expectation that staff will make every effort to take care of all school equipment. However, in the event of lost or damaged ICT equipment, mobile phones or electronic entrance fobs, staff will be required to pay for replacements. Electronic entrance fobs are charged at £10 each.

### **9. Payment of Arrears**

Where parents/carers fail to meet the cost of a service provided, a reminder will be sent requesting immediate payment of outstanding arrears. If the payment is not forthcoming, an appointment will be made to meet with a member of the Senior Leadership Team to discuss any hardship difficulties and to agree a way forward.

### **10. Freedom of Information Act 2000**

Governors have agreed a publication scheme setting out all the information published by the school on a regular basis and where to find it. If a request for information requires a large amount of photocopying or printing, or incurs a large postage charge, or is for a priced item such as printed publications or DVDs, a charge will be made to cover the cost.

### **11. Safeguarding Checks for Volunteers**

In line with the school's safeguarding procedures, all volunteers are required to undergo DBS (Disclosure & Barring Service) checks. Whilst the Disclosure & Barring Service does not impose a charge for processing the checks, volunteers are required to meet an administrative charge of £12.60 to cover the cost levied by the Local Authority.

### **12. Events**

Where applicable the school will charge per stall to anyone who applies to have a pitch/stall at our school events e.g., Christmas Fair, Summer Fair etc. (School will make the final decision regarding the availability)

Where applicable the school will agree with outside vendors that their placement / attendance at a school event is subject to the agreement that the school receives 10% of profits made e.g. ice cream van, inflatables etc.

Additional charges may be applied for school events where entry or contribution fees are required. Non-attendance is non-refundable.

### **13. Advertising Charges**

Where the school agrees to an organisation having a leaflet / flyer / advertising message within our newsletter an appropriate charge will be levied. A double page spread will be charged at £25, a single page at £10 and a half page £5. It will be clear to parents / carers that the school is not endorsing the services being advertised by inclusion of wording to this effect.

The Governing Board has **delegated to the Head of School the** responsibility for reaching speedy decisions, who will consult with the Chair should anything outside the normal practice occur.