

Cherrywood Community Primary School Hampshire



Charging and Remissions Policy

Adopted on:	May 26
Signed on behalf of the Governing Body	Mrs B Read Chair
Review Date	May 27
Authorised Reviewer and Approver	Finance and Personnel Portfolio Governor(s). Staff Link – Business Manager

The school follows guidance set out in the Education Act 1996 Section 449 to 462, and the DfE Guidance on Charging for Activities 2018. This policy sets out how the school will apply its discretionary powers and the circumstances in which charges and/or remissions are made, and voluntary contributions are sought from parents and carers.

Voluntary Contributions towards Educational Visits and Additional Activities

The school believes that educational and residential visits and other extracurricular activities have a significant and positive impact on children's educational and social development. These activities play an important part in the enrichment of the curriculum and in engaging children in learning.

The school meets the full cost of many additional and extra-curricular activities (for example: visitors from Farnham Museum, and sports coaching for after school clubs).

Throughout the school year, off-site visits are planned to enrich children's learning experience (e.g., Gibert White's House and Museum, Winchester Cathedral, and Milestones. Museum). Generally, the cost of a visit is calculated and divided by the number of children in the relevant class / group. The Headteacher may (and often does) decide that the school will subsidise the cost of more expensive visits to make it more affordable for families. Parents are then informed about the visit and invited to contribute towards the cost. Parents may make voluntary contributions by instalments.

Educational visits will only go ahead if voluntary contributions cover a substantial proportion (exact amount to be decided by the Headteacher, but as guidance at least 80%) of the final cost of the visit. The school will make this clear in correspondence to parents before the trip takes place. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage. No pupil will be left out of an activity because their parent(s) cannot or will not make any contribution.

Residential Visits:

Special rules apply for residential activities, i.e., those which require pupils to spend one or more nights away from home. For residential visits, a charge will be levied for board and lodgings. Parents will be invited to make voluntary contributions in respect of remaining costs. Parents must agree to pay the charges before the child undertakes the activity. Costs for a residential visit can include elements for: travel, board and lodging, materials, books, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit only.

Parents will be able to pay for residential trips in instalments. The school will provide a payment schedule for each trip which will set out the latest date by which parents need

to have made all payments to secure a pupil's place on the trip and avoid the loss of the non-refundable deposit and/or the imposition of cancellation charges by the residential trip provider. This will usually be a date no later than the week before the school is required to pay the non-returnable deposits due to the residential centre(s). This means a decision can be made to cancel a trip (if there are insufficient numbers to make it viable) and/or adjust numbers without parents losing instalments already paid.

Residential Visits - Remissions: If the parent/guardian of a pupil is in receipt of certain income support benefits/credits including Universal Credit, Income Support, Income Based Jobseeker's, and/or Income-related Employment and Support Allowance, (or otherwise meets the criteria set out in the legislation) then charges in respect of board and lodging will be remitted in full.

Music Tuition: The school pays for all children in Year 4 to be given tuition in three musical instruments throughout the year. The school levies charges in respect of other music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. However, the school may remit (wholly or partly) the cost of tuition when families face financial hardship.

Optional Extras

Breakfast Club: the school operates an optional daily breakfast club for which there is a charge (calculated in accordance with the statutory guidance) to cover the cost of food and staffing. The cost of a place is reviewed at least annually, and any changes will be communicated to all parents before any increases are introduced.

A copy of the Breakfast Club information and booking pack incorporating the Breakfast Club Booking Form, which explains the booking/cancellation and payment terms and conditions and the charges at the date of this policy is attached. This is communicated to parents annually or after any revision in charges.

The school recognises the importance of all children starting the day having eaten a healthy breakfast and that some children also need the stability and routine of a breakfast club to prepare themselves for the day ahead. The Governors and Headteacher have in their discretion decided that children who trigger a payment of pupil premium (including Looked After Children and service children) will not be charged to attend the breakfast club. This concession may be withdrawn or amended if in future the Governors decided that it is no longer possible to support some or all the cost of these free places.

After School Childcare: the school recognises that for many parents their work or other demands mean that they are unable to collect their child at the normal school day end. To support these families the school operates an optional daily after school childcare

provision for which there is a charge (calculated in accordance with the statutory guidance) to cover the cost of a snack/drink, staffing and premises costs.

A copy of the After School Club information and booking pack incorporating the After School Club Agreement which explains the booking/cancellation and payment terms and conditions and the charges at the date of this policy is attached. Charges will be reviewed at least annually. Any changes in the charges or revisions to the terms and conditions of usage will be notified to parents in advance of these being applied.

Afterschool Activity Clubs: The school offers additional extra-curricular physical activity clubs between 15.15 – 16.15, Mon-Thus. The afterschool activities are offered at a discounted rate of £4.00 per session, per child. The club activities are adjusted each half term, and all children are given the opportunity to apply for spaces. This is a joint enterprise with an external provider all charges are raised via the Arbor Parent Portal app. On a Friday – An additional afterschool club is offered to the children from and independent external provider. Parents are communicated with directly and payment for this club is made directly to the external provider.

Damage/Loss to Property: A charge will be levied in respect of wilful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials), the charge to be the cost of replacement or repair, respect of wilful damage, neglect, or loss of property (including premises, furniture, equipment, books, or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings: If the school agrees to let its premises, it will make its facilities available to outside users at a charge of at least the cost of providing the facilities, the precise charges to be determined by Governors from time to time. For users connected to the school the charge will be based on the site staff overtime costs.

Other charges: The Headteacher, the Finance & Personnel Portfolio, or the Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g., for providing a copy of an OFSTED report.

This policy should be read in conjunction with:
Pupil Premium Policy and Pupil Premium spending plan.

Attachments:

Breakfast Club Information and Booking Pack 2025-26

After School Club Information and Booking Pack 2025-26



Cherrywood Community Primary School

BREAKFAST CLUB 2025-2026

Dear Parent/Carer

Please find enclosed Breakfast Club information and booking pack.

Please fill out the Breakfast Club Agreement Form and sign the terms and conditions and return it to the school office by the Friday prior to your child starting or returning to Cherrywood School.

If you have any questions about Breakfast Club, please feel free to contact us by email or on the number below. You can also contact Mrs. Abrami or Mrs. Gray via the school office.

Mrs. Kirsty Lewis
Headteacher

01252 547896
adminoffice@cherrywood.hants.sch.uk

Menu	
Cereals	
❖	Corn Flakes
❖	Rice Crispies
❖	Weetabix
❖	Shreddies
❖	Choclos
Hot Toast/Bagels	
White Bagel or Wholemeal toast with a choice of:	
❖	Butter
❖	Jam
❖	Marmite
❖	Strawberry Jam
❖	Lemon Curd
❖	Raspberry Jam

Fresh Fruit	
A different selection of fresh fruit will be available every week. We aim to include:	
❖	Bananas
❖	Grapes
❖	Apples
❖	Oranges
❖	Pears
❖	Melon
❖	Strawberries
❖	Raspberries
❖	Blueberries
Drinks	
❖	Milk – Cold
❖	Orange Juice
❖	Apple Juice
❖	Water
Occasional Extras	
❖	Hot Chocolate

The aim of Breakfast Club is to provide high quality care and a healthy breakfast for children before the start of their school day.

Research into Breakfast Clubs has shown that:

- They improve attendance at school
- Children are more relaxed and ready to learn if they have eaten and had an enjoyable start to the day
- They help to improve concentration and academic performance
- They provide a healthy meal at the beginning of the day
- They provide a safe, familiar, warm environment
- They develop social skills and interaction
- They provide continuity of care

Benefits for Parents

- Reassurance that their children are safe and in school at the correct time.
- Meets the needs of the family by enabling them to return to full time, part time, shift work or training



Breakfast Club Agreement

Terms and Conditions

Dropping off & Timings

Children should be dropped off at the **MAIN ENTRANCE** in the morning by an appropriate adult. This is to ensure the safe arrival of all of the children. Once booked in, you will be able to leave your children at the Breakfast Club from 8.00am until the start of the school day at 8.40am (term time only). If your child is having breakfast at the club please ensure they arrive by 8.10am so they can enjoy eating alongside their peers.

Breakfast

Children will be given a choice of foods from a breakfast menu, including: bagel/toast and various spreads; a range of healthy cereals and a choice of drinks. We expect that all children attending Breakfast Club will need breakfast. If your child does not need breakfast, could you please let staff know when you drop them off otherwise, they will be expected to have something to eat.

There will be a range of activities available for the children each morning including; construction, art and craft, board games, small world activities and a quiet area.

Booking and Payment

The cost per child, per session is £2.50. Prior to your child(ren) commencing Breakfast Club, you **MUST** complete the Breakfast Club Agreement Form stating the days that you would like your child(ren) to attend Breakfast Club. For children attending on an ad hoc basis we request that you email adminoffice@cherrywood.hants.sch.uk or a telephone call to the main office 01252 547896 the week before so that we know how many spaces are required the following week.

Wraparound care must be paid for in advance and should never accrue an outstanding balance. Payment is to be made via the Arbor Parent Portal/Wraparound Care. Once logged in you can instantly see your child's account balance. You are responsible for ensuring that your child's wraparound care account is always in credit.

If your child is unable to attend a session due to illness, please inform the school office as soon as possible and leave a message on the school absence line before 8.30am. In this instance the fee for that particular day will be waived.

Please be advised we may not be able to guarantee a Breakfast Club place immediately due to high numbers. We have a waiting list and every half term places are reviewed. If a child has not attended, at least half of their allocated sessions within a half term period their place, will be withdrawn and a child on the waiting list will be offered the place. For example, if a child is allocated five sessions a week then over a half term of six weeks we would expect them to attend at least fifteen of these



If you have a place at Breakfast Club and lose it and require a place in the future you will need to be placed on the waiting list.

If you would like your child to be added to the waiting list, please complete the booking form below.

Please note

Although a waiting list is in place, priority will be given to parents/carers requiring five morning sessions.

Having a child already at Breakfast Club does not give siblings automatic or priority admission. A booking form will need to be completed, and your child placed on the waiting list.

Late Payment

If payment is not made within 14 days of sessions used, parents/carers run the risk of losing their child's place. **If your account is still in arrears after four weeks, your child will no longer be accepted at Breakfast Club.**

If you are experiencing difficulty with payment please contact Tanya Gray, School Business Manager on 01252 547896.

School Closure

If for any reason there is a school closure we will endeavor to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

Behaviour

We reserve the right to refuse children who we feel do not conform to our behaviour expectations. These expectations are made clear to the children attending breakfast club. Parents/carers will be ~~advised~~ of any issues which may lead to a Breakfast Club being withdrawn.

Contact Information.

Please ensure that the school have your most recent contact details prior to your child starting at Breakfast Club.

Please sign the agreement form to agree to the terms and conditions and return it to the school office at your earliest convenience.

Please retain this part for your information



Breakfast Club Agreement

Child(ren)'s Names:

I): Class.....

II): Class

III): Class

Cost of session - £2.50

Sessions required: (please tick below)

Please Tick for each child	MON	TUES	WEDS	THURS	FRI	AD HOC
I)						
II)						
III)						

Date you would like sessions to start:.....

Please ensure payment is made before commencement of Breakfast Club sessions.

I agree to the terms and conditions of Breakfast Club

Signed: Date:

Name:

Relationship to child(ren):



Cherrywood Community Primary School

AFTER SCHOOL CLUB 2025-2026

Dear Parent/Carer

Please find enclosed your After School Club information and booking pack.

Please fill out the After School Agreement Form and sign the Terms and Conditions. Please return it to the school office by the Friday prior to your child starting or returning to Cherrywood School.

If you have any questions about After School Club, please feel free to contact us by email or on the telephone number below. You can also contact Mrs Abrami or Mrs Gray via the school office.

Mrs Kirsty Lewis
Headteacher

01252 547896
adminoffice@cherrywood.hants.sch.uk

The aim of After School Club is to provide high quality care and a healthy snack for children at the end of the school day.

Benefits for Parents

Reassurance that their children are safe and in school.

Meets the needs of the family by enabling them to return to full time, part time, shift work or training.

Snack Menu

Hot Toast/Bagels

White Bagel or
Wholemeal toast
with a choice of:

- ❖ Fruit
- ❖ Veggies
- ❖ Dried Fruit
- ❖ Butter
- ❖ Jam
- ❖ Marmite
- ❖ Marmalade
- ❖ Strawberry Jam
- ❖ Lemon Curd
- ❖ Raspberry Jam

Drinks

- ❖ Milk – Cold
- ❖ Orange Juice
- ❖ Apple Juice
- ❖ Water

Occasional Extras

- ❖ Hot Chocolate



AFTER SCHOOL CLUB AGREEMENT

Terms and Conditions

Timings

The children will be collected or sent to the **Main Hall** at the end of the school day. There they will be met by the After School Care Leader. The children are offered a range of activities, which are fun and suitable for various ages. These include construction, art and craft, board games, small world activities and a quiet area.

The After School Group offers three sessions, either:

3.15pm - 4.30pm (Partial Session), 4.30 – 6pm (Partial Session) or 3.15pm-6pm (Full Session) charges and fees are detailed below.

The pick-up times are set to allow sufficient time for the children to engage in the activities provided and enjoy a healthy snack before collection.

Snack

Children are offered a plain or toasted bagel with a range of spreads. They will also be offered a range of fresh and dried snacks such as, raisins, apple or banana and veggies. Apple or orange juice alongside milk and water will also be available.

Booking and Payment

The cost per child, per session is:

Sessions	Timings	Cost
Partial Session	3.15pm – 4.30pm	£6.50
Partial Session	4.30pm -6pm	£6.00
Full Session	3.15pm – 6pm	£10.00
Partial Session	4.30pm – 6pm	£6.00
<u>Notice</u> Please be advised that should you collect any time after 4.30pm you will be charged the full session cost.		

Prior to your child(ren) commencing After School Club, you **MUST** complete the booking form stating the days that you would like your child(ren) to attend after school club. For children attending on an ad hoc basis, we request that you email adminoffice@cherrywood.hants.sch.uk or a telephone call to the main office 01252 547896 the week before so that we know how many spaces are required the following week.

Children that fail to attend a booked session who wish to retain their After School Club place, will be charged for the missed sessions, unless they are not a school due to illness.



After School Club Emergency Contact Information

Payment

Wraparound care must be paid for in advance and should never accrue an outstanding balance. Payment is to be made via the Arbor Parent Portal/ Wraparound Care. Once logged on you can instantly see your child's account balance. You are responsible for ensuring that your child's wraparound care account is always in credit.

If payment is not made within 14 days of sessions used, parents/carers run the risk of losing their child's place. If your account is still in arrears after four weeks, your child will no longer be accepted at After School Club.

If you are experiencing difficulty with payment please contact Tanya Gray, School Business Manager on 01252 547896.

School Closure

If for any reason, there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

Child Illness

If your child is unable to attend a session due to illness, please inform the school office as soon as possible and leave a message on the school absence line before 8.30am. In this instance the fee for that particular day will be waived.

We reserve the right to refuse children who we feel do not conform to our behaviour expectations. These expectations are made clear to the children attending After School Club. Parents/carers will be advised of any issues which may lead to a After School Club place being withdrawn.

Contact Information

Please ensure that the school have your most recent contact details.

Please sign the agreement form to agree to the terms and conditions and return it to school as soon as possible.

Please retain this part for your information.



AFTER SCHOOL CLUB AGREEMENT

Child(ren)'s Names:

I): _____ Class: _____

II): _____ Class: _____

III): _____ Class: _____

• *PS — Partial Session 1 (3.15pm – 4.30pm)

• *PS — Partial Session 2 (4.30pm – 6pm)

*FS- Full Session 3 (3.15pm – 6pm)

*PS – Partial Session 4 (4.30pm – 6p

Please tick for each child		MON		TUES		WEDS		THURS		FRI		AD HOC	
I													
II													
III													

Date you would like sessions to start: _____

Please ensure full payment is made before commencement of After School Club sessions.

I agree to the terms and conditions of After School Club

Signed: _____ Date: _____

Name: _____

Relationship to child(ren): _____