

Date Reviewed:	June 2026
Review Date:	June 2027



Agreed by: Finance Committee

Date: 16th July 2026

Name: Natalie Sadler

Signature: Signed electronically on Governor Hub

Charging and Remissions Policy June 2026

A. INTRODUCTION

1. The Governing Body recognises the need for working parents to access flexible childcare within the guidelines of Suffolk County Council.
2. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and educational visits can make towards pupils' personal and social education.
3. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

B. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school with effect from 1st September 2026.

1. Additional Purchased Hours

Parents can purchase additional time over their booked sessions in other session times if there is availability between 9am and 3pm.

We also provide breakfast time sessions from 8am – 9am and an additional session from 3pm – 4pm.

The charges for additional purchased hours are the following:

£7.76 - Per additional hour for all ages

£8.76– Breakfast Club for all ages

£3.60 – Lunch

All bookings should be made through the school office.

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Parents accessing a fully funded place can only be asked to make a voluntary contribution for the nutritious, freshly prepared, two course lunch. Healthy snacks are provided during the morning session at a cost of £1 per day.

Parents can choose to have morning only sessions where availability allows which only incur a snack cost. Parents can discuss options with the school if a voluntary contribution would cause difficulties.

Paid for care not taken due to illness or other reasons cannot be refunded, unless exceptional circumstances are agreed with the headteacher. Invoices will be issued via our nursery management software system, Famly at the end of each month detailing the charges for the next month and full payment is due by 14th of each month. Payment methods are detailed on each invoice. As we strive to be a cashless school parents are encouraged to use alternative payment methods.

Governors are aware that without sufficient contributions some activities may not be offered and this will be kept under regular review.

Records of amounts invoiced, received and outstanding are held in the school's GDPR compliant nursery management software system, Famly.

If circumstances arise where an invoiced amount is not paid for after a final reminder, then our Bad Debt Policy will be initiated.

C. REMISSIONS

In cases of family hardship the Headteacher will consider remission of charges. Parents are invited to apply for remission of charges, in part or in full, in confidence to the Headteacher. Authorisation of the remission will be made by the Headteacher.