



Gilmour Primary School

Charging Policy

Overview:

The education we provide wholly or mainly during school hours will be free but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school. This policy sets out the principles upon which the school will operate charges and remissions

Objectives:

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

Strategies:

- No charge will be made for admitting pupils to school
- Transport or admission costs for swimming lessons during school hours will be met by the school.
- Activities offered in normal school time should be available to all pupils regardless of the parent's ability or willingness to help meet the cost. Children entitled to Free School Meals and children designated as Looked After will have costs covered as part of pupil premium. (This refers to educational visits, residential trips not including Skiing, France etc.)
- The school will endeavour to, where there is a shortfall which may prevent a visit taking place, access the Ward Hardship Fund. This may not always be available to the school.
- The school may request voluntary contributions towards the cost of some activities planned during school hours.
- Pupils will not be treated differently according to whether or not their parents have made any contribution in response to a request.
- Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.
- On residential trips that take place wholly, or mainly, during school hours the school will charge for the cost of board and lodging at the actual cost of the provision.
- Families in receipt of Free School Meals will not be charged for after school clubs, school visits, one Music at Gilmour activity.
- Where music tuition or singing tuition is extra curricula charges may be made. For example, Music at Gilmour. Children entitled to Free School Meals and designated as Looked After will have the cost of one instrumental tuition per term met as part of Pupil Premium.

Outcomes:

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the Local Authority and that it will meet the requirements of the law.

Other charges:

Breakfast club

Breakfast Club fees are collected weekly or termly in advance via Eduspot, School Money. Fees are £4.50 per day or £22.50 per full week. Children can be excluded from Gilmour Breakfast Club at any time when fees are unpaid after reminders. Fees are the responsibility of the person who has signed the Registration Form or who has parental responsibility for the child.

In the event of the Breakfast Club's closure due to severe weather, fees will be waived.

Please note: Breakfast Club will not be open on staff development days (INSET days).

After School Club

Gilmour Primary Wrap Around After School Club is open Monday to Friday from 3.15 pm to 6 pm (3pm for Nursery aged children), during term time only. The charges are £12.00 per session per child. There is a late collection charge after 6pm of £5 for every 5 minutes or part thereof.

After School Club Fees are collected monthly in advance by online payment via Eduspot, School Money. Payment can be made using Childcare Vouchers. In the event of non-payment of fees, the place will be withdrawn until such time as the debt has been repaid. If a child does not attend on days booked, parents will still be responsible for payment of this booking. There will be no charge if a child misses a session due to an educational or residential visit/club. Children who are absent from school due to illness on days which have been booked, will still be charged for these sessions.

Please note: After School Club will not be open on staff development days (INSET days) or on days when school closes earlier at the end of each term (ie Christmas, Easter and Summer terms).

Nursery Fees

At Gilmour Primary School we provide a 30 hours per week, term time Nursery for 3 and 4 year olds. We only offer 30 hours per week and children should attend each day from 9 am to 3 pm. Parent Declaration forms must be completed for each child prior to starting at the Nursery. If a child is not entitled to the full 30 hours funding, then the remaining 15 hours per week will be charged at the current hourly rate we receive from the local authority (currently £5.34 per hour as at 1/4/25). A monthly Invoice for these fees will be provided to the parent, showing the number of funded hours and the number of hours being charged. Payment should be made via Eduspot, School money, or payment via Childcare Vouchers can be accepted. Charges will still be made in the event of holiday or illness. A school lunch can be provided at the cost of £2 per day, paid weekly in advance via Eduspot, School Money.

In the event of the Nursery being closed due to severe weather or any other emergency, fees will be waived.

Please note: Nursery will not be open on staff development days (INSET days)

Private Photocopying/Telephone Calls

The Governors have agreed a charge will be levied for private photocopying and telephone calls. These will be subject to VAT regulations. These charges will be reviewed annually.

Lost School Equipment, Books etc.

Parents/carers will be expected to replace or pay for the cost of lost items of school property.

Income from Sales – Non-Profit Making

Some goods may be purchased through the school for the convenience of parents and pupils. The school will not seek to make a profit from these sales. Goods in this category could include uniform, book bags, etc. (Where the sale of an item attracts Value Added Tax which the school is able to claim back. The school will sell the item at net price applying the formula net price divided by 120 multiplied by 100 to calculate the VAT charged to parents)

Income from Sales – Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, Parents Association or other charity. Goods in this category could include school photographs, etc., which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be used.

Income from Lettings

The Resources Committee will review and set charges made for use of school premises.

Remission

It is the practice to:

- Look at individual cases
- Agree how to fund shortfalls for activities.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Summary details of any remissions will be reported to the Resource Committee.

Date approved: February 2026

Date of review: February 2029