

Sunning Hill Primary School



Charging Policy

September 2025

Linked Documents: Lettings Policy, Nursery Charging Policy, Before & After School Club Policy

Governing Body Review date: May 2026

Previous review date(s): February 2018, May 2019, June 2022, May 2024

CHARGING POLICY

General Principles

This policy has been set out following section 449-462 of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by the local authorities in England.

- School governing bodies and local authorities cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Schools must ensure that parents on low incomes and in receipt of the benefits are aware of the support available to them when being asked for contributions towards the cost of school visits.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- certain early years provision
- community facilities.

Education During School Hours

- Pupils are not required to pay for, or supply materials, books etc, in connection with education
- Materials for subjects such as Art or Technology are supplied without charge. However, if parents indicate a wish to own the finished product, school may charge, or require the pupil to supply the ingredients or materials
- School will seek voluntary contributions for residential or non-residential visits within school time (or more than 50% of which takes place inside school hours)
- School may seek voluntary contributions for activities within school for which school incurs a cost, eg. to cover costs for visits from theatre group, specialist tuition etc

Exception

Speak to the School Business Manager or Head teacher if you have any concerns regarding paying for visits or activities mentioned above.

Education Outside School Hours

If school incurs costs for providing education outside school hours, eg. residential trips such as Winmarleigh Hall, parents will be charged for the activity. Participation is on the basis of parental willingness to meet whatever charges are made

Tuition in the Playing of a Musical Instrument/Sports Activities

School may choose to charge parents for individual music tuition provided by external providers, eg. Bolton Music Service or extra-curricular sports coaching by outside agencies, as this is not required as part of the National Curriculum.

Breakages and Fines

School will ask parents to pay for damage caused to property or educational materials, eg. broken window, defaced, damaged or lost text books, where this is the result of a pupil's behaviour.

Supply of Goods or Services eg: lettings

1. Outside agencies using the school premises or facilities will be charged at a rate to be agreed in line with charges outlined in the Lettings Policy. Such letting of the school premises or facilities will only be permitted if there is no disadvantage to the education of Sunning Hill pupils.
2. School may charge for services provided by staff during school hours, eg. consultancy/in-service training at other schools.

Children being picked up late after school

Any child who is picked up late will be recorded by the school office and the parents asked to sign. Parents who regularly pick their child up late after school, who have received a written warning, will be charged £1 per child for every 5 minutes after 3.30p.m (Mon –Thurs) 2.30p.m (Fri). The school will contact Bolton Safeguarding Board for any children not collected after 4 p.m.

Nursery Charges

Two year old nursery places

Governors have agreed to make some places available for parents to pay for sessions, if they do not meet the eligibility criteria. The school is not seeking to make a profit from any charges and is keen to enable children to access this provision.

- There is a charge of £95 per week for 15 hours of provision for two year old children. In either morning or afternoon sessions.

Three and four year old places – for 30 hour provision – eligible working parents.

The schools core hours for nursery provision are 8.30am to 2.30pm Monday to Friday (term-time).

CHARGING POLICY

- There is a charge of £24 per week for an additional 4 hours provision for three and four year olds for parents wanting to extend their child's school day to 3.30pm Monday to Thursday (term-time).
- Parents are expected to bring in nappies and cream where applicable.
- Parents will be charged the standard school meal rate from Bolton Council, for any child wishing to have a hot lunch. Parents may provide a packed lunch.

Three and Four year old places – for 30 hour provision – Non-eligible parents

Non-eligible parents may access the 30 hour offer. The schools core hours for nursery provision are 8.30am to 2.30pm Monday to Friday (term-time).

- There is a charge of £95 per week for an additional 15 hours.
- Parents are expected to bring in nappies and cream where applicable.
- Parents will be charged the standard school meal rate from Bolton Council, for any child wishing to have a hot lunch. Parents may provide a packed lunch.
- There is a charge of £20 per week for an additional 4 hours provision for three and four year olds for parents wanting to extend their child's school day to 3.30pm Monday to Thursday (term-time).

Before & After School Club

The before and after school club has been established to provide quality, out-of-school hours, childcare for our working parents and families.

Costs

- Individual morning sessions are £5 per day.
- Morning sessions booked for each day of the week will be discounted to £20 per week
- Individual afternoon sessions are £5 per day.
- Afternoon sessions booked for each day of the week will be discounted to £20 per week

See Before & After School Club Policy for further details.

Our school aims to support all families and the wider community. Any queries or concerns regarding individual policies will be considered on an individual basis.