



Charging & Remissions Policy

Updated: Spring 2026
Next Review: Spring 2029

Reviewed, approved and ratified by: Full Governing Body
Written by SLT

(Adopted and Personalised from Herts County Council Charging Policy)

Work Together, Achieve Together

Introduction

The school will not charge for any activities taking place in school time except for individual music tuition and board and lodging for residential trips (see below). The school, however, is permitted to ask parents for voluntary contributions for any activity, whether in or out of school time, and for school equipment and school funds. No pupil will be treated differently according to whether their parents have contributed. If insufficient contributions are received for an event or activity, then it may be cancelled.

Music Tuition

A charge will be made for individual instrumental tuition, including the costs of the teacher, sheet music, insurance and instrument hire, if the teaching is not an essential part of the National Curriculum or part of a public examination syllabus taught by the school.

Visits and trips in school time

These activities are very valuable educationally and parents will usually be invited to make a voluntary contribution to cover the costs. To determine the contribution requested from parents, the cost of the trip is divided between the total number of children who could possibly attend the trip. No profit can be made from these trips. FOLS contribute to each school trip to try to keep costs as low as possible.

Residential Activities

For residential activities charges will be made to cover the cost of transport, activities, board and lodgings.

Ingredients and Materials

If parents have indicated in advance that they wish the finished product to be taken home or for the pupil to consume it in school, the school will require parents to provide the ingredients or materials or make payment to cover the costs. This will apply to certain subjects such as craft and design and technology.

Other charges

Specialist visitors to the school, including drama and dance groups, make a significant contribution to the education of pupils. On some occasions requests for voluntary contributions to the costs of arranging these visits will be made. The costs of repair or replacement, resulting from wilful damage or loss of school property by a pupil will be charged to the parents of the offending pupil.

Waiving of charges

When arranging a chargeable activity the school will invite parents to apply in confidence for the waiving of charges in full or in part. Authorisation of waived charges will be made by the headteacher, in consultation with the Chair of Governors.

School Meals

School meals are charged in line with Herts Catering Ltd recommendations. Parents are informed of dinner charges at the start of each term and they are able to pay online or in person to the school office.

If dinner money arrears occur, the following procedure is followed

- Where the arrears are less than a week's worth of meals, a reminder letter or email is sent to remind the parents that they need to top up their child's account.
- If the arrears continue and the amount increases to over £20, a formal letter is sent to parents informing them of the amount owed and giving them a date to pay by. If the account is not settled by this date, parents are informed that they will be required to provide their children with a packed lunch.

If at the end of a term your school meal account for your child remains in debt, your child will not be provided with a school lunch unless it is paid for, and you must either provide a packed lunch or take your child home for lunch. The school reserves the right to begin legal proceedings against parents to recover this debt. If you continue to send your child to school, after being notified without making arrangements for their lunchtimes, social services may be informed that you are not carrying out your responsibility to care for your child by not providing them with food at lunchtime.