

Gamesley Primary and Nursery School Charging and Remissions Policy September 2026



To be reviewed by the end of September 2027

1. Introduction

At Gamesley Primary and Nursery School, we aim to provide high-quality educational experiences, childcare provision and enrichment opportunities for all children. This policy sets out the school's arrangements for payments, charges, voluntary contributions and debt management.

The school operates a cashless payment system and all payments should be made through Arbor.

2. Principles

The school will:

- Comply with statutory guidance relating to charging and remissions.
 - Clearly communicate any charges or requested contributions in advance.
 - Ensure no child is treated differently because of their family's financial circumstances.
 - Use Arbor as the primary method of payment.
 - Manage school finances responsibly and minimise outstanding debt.
 - Support families experiencing financial hardship where possible.
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3. Payment Methods

- All payments for school meals, nursery sessions, wraparound care, educational visits and other chargeable activities should be made through Arbor.
 - Bookings for chargeable activities will only be confirmed once payment has been received.
 - Parents and carers are responsible for ensuring sufficient funds are available when making bookings.
 - The school does not routinely accept cash payments unless exceptional arrangements have been agreed in advance.
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4. School Meals

Universal Infant Free School Meals

Children in Reception, Year 1 and Year 2 are entitled to Universal Infant Free School Meals.

Junior School Meals

Children in Years 3 to 6 who are not entitled to Free School Meals will be charged at the current school meal rate.

Payment Arrangements

- School meals must be paid for in advance.
- Parents should ensure accounts are topped up each week, preferably by Monday.
- Children will not be charged for meals on days when they are absent from school.

School Meal Debt

Where meal debt exceeds the value of two weeks' meals:

- Parents will be contacted and asked to clear the debt immediately.
 - The child will be required to bring a packed lunch until the debt has been paid in full.
 - The school reserves the right to refuse further meal bookings until the account is cleared.
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5. Breakfast Club and Night Owls (Wraparound Care)

Bookings

- All sessions must be booked and paid for in advance through Arbor.
- Bookings cannot be made without payment.
- Places are subject to availability.
- Places cannot be reserved or held without payment.

Attendance

The school operates a strict advance-payment system for all wraparound care provision.

- Children may only attend sessions that have been booked and paid for in advance.
- Unpaid sessions will not be booked.
- Where payment has not been received, the child will not be able to attend the session.
- The school reserves the right to refuse future bookings where outstanding balances remain on an account.

Cancellations

For school-age children:

- Sessions cancelled at least one hour before the start of the session will not be charged.

For Nursery children attending wraparound provision:

- A minimum of 24 hours' notice is required to cancel a session without charge due to staffing requirements.

Late Collection

Where a child is collected more than 10 minutes after the end of the school day or an agreed collection time:

- The child may be placed into Night Owls provision where staffing permits.
- The appropriate Night Owls charge will be applied.
- Persistent late collection may result in further action being taken by the school.

Persistent Late Payment or Late Collection

The school relies upon parental compliance with booking, payment and collection arrangements to operate wraparound provision safely and effectively.

- Repeated late payment may result in future bookings being declined until outstanding balances are cleared.
 - Repeated late collection may result in a review of a family's access to wraparound provision.
 - The school reserves the right to refuse future bookings where there is a history of persistent late payment or late collection.
 - Any decision will be made by the Headteacher and communicated to parents in writing.
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6. Nursery Fees

General Arrangements

- All chargeable nursery sessions must be booked and paid for in advance through Arbor.
- A booking is only confirmed once payment has been received.
- Parents and carers are responsible for ensuring sufficient funds are available at the time of booking.
- Places are subject to availability.

Attendance at Paid Nursery Sessions

The school operates a strict advance-payment system for all chargeable nursery provision.

- Children may only attend chargeable nursery sessions that have been booked and paid for through Arbor in advance.
- Unpaid sessions will not be booked.
- Where payment has not been received, the child will not be able to attend the chargeable session.
- Paid nursery places cannot be reserved or held without payment.
- This does not affect a child's entitlement to funded nursery hours, which will continue to be provided in accordance with government funding regulations.

Changes and Cancellations

- If a session has been booked and paid for but is not used, no refund will normally be given.
- If a child will be absent due to a planned holiday, appointment or other known event, parents should consider this before making bookings.
- Once a session has been booked and paid for, refunds or credits will not normally be issued.
- For staffing reasons, cancellations for Nursery children must be made at least 24 hours before the session to avoid being charged.

Friday Afternoon Sessions

- Non-funded Friday afternoon sessions must be booked through Arbor under the Clubs section.
- Bookings and payment must be made at least 24 hours before the session.
- Places are subject to availability.

Tax-Free Childcare and Childcare Vouchers

The school accepts:

- Tax-Free Childcare payments.
- Eligible Childcare Voucher schemes.

Parents remain responsible for ensuring funds reach the school's account in sufficient time to allow bookings to be made.

Additional Information

- Full sessions must be booked.
- Sessions cannot be purchased on an hourly basis.
- Session fees include a snack.
- Session fees do not include nappies or wipes.
- School meals and educational visits are charged separately where applicable.

Non-Payment

Where fees for chargeable nursery provision are not paid:

- The child will not be permitted to attend the chargeable session.
- Future chargeable sessions may not be booked until all outstanding balances have been cleared.
- Any funded nursery entitlement will remain available.

Late Collection and Review of Additional Sessions

The school relies on appropriate staffing arrangements to ensure the safety and wellbeing of all children. Parents and carers are expected to collect their child promptly at the end of each session.

- Children collected more than 10 minutes after the end of their agreed session may be transferred to the school's wraparound provision where staffing permits, and the appropriate charge will be applied.
- Repeated late collection may result in a review of a family's access to additional chargeable nursery sessions.
- Repeated late payment of nursery fees may also result in a review of access to additional chargeable nursery sessions.
- The school reserves the right to refuse future bookings for additional paid nursery sessions where there is a history of persistent late payment or late collection.
- A child's funded nursery entitlement will not be affected and will continue to be provided in accordance with government funding regulations.

7. Educational Visits and Residential Experiences

Educational visits enrich the curriculum and provide valuable learning experiences.

The school will request **voluntary contributions** towards the cost of educational visits and activities.

- No child will be excluded from a visit because a contribution has not been made.
- However, educational visits are only financially viable when sufficient voluntary contributions are received.
- If insufficient contributions are received to cover the overall cost of a visit, the school reserves the right to cancel the visit for all pupils.
- Requested contributions should normally be received no later than one week before the visit unless an alternative deadline is specified.

Parents will be informed of contribution amounts and deadlines when visits are launched.

8. Family Dinner Days

- Family Dinner Day meals must be booked and paid for through Arbor.
 - Payment must be received by 9:15am on the advertised day.
 - Meals cannot be ordered without payment.
 - Late requests may not be accommodated due to catering deadlines.
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9. Water Bottles and Other School Items

The school may occasionally sell or provide optional items, including:

- Water bottles.
- Replacement water bottles.
- Optional resources and equipment.

Payment must be received through Arbor before items are issued.

10. Debt Recovery

The school has a responsibility to manage public funds effectively and minimise outstanding debt.

Parents and carers are expected to ensure accounts remain in credit and payments are made by the published deadlines.

Outstanding Balances

The school reserves the right to refuse future bookings or access to chargeable services where debts remain unpaid. This may include:

- Breakfast Club.
- Night Owls.
- Paid nursery sessions.
- Other chargeable activities offered by the school.

End of Academic Year Debts

- All outstanding balances should be cleared before the end of the academic year.
- Any unpaid balances will automatically be carried forward into the following academic year.
- The school reserves the right to refuse future bookings for chargeable services, including Breakfast Club, Night Owls and paid Nursery sessions, until all outstanding balances have been settled in full.
- Persistent non-payment may be referred to the Headteacher for further action.

Financial Hardship

The school recognises that families may occasionally experience financial difficulties.

Parents and carers experiencing hardship are encouraged to contact the School Office or Headteacher at the earliest opportunity so that appropriate advice, support or payment arrangements can be considered.

11. Remissions and Financial Support

Where appropriate, the school may:

- Assist families to apply for Free School Meals.
- Signpost families to available support services.
- Consider support through any available hardship funding or charitable assistance.

Any requests will be considered on an individual basis and treated confidentially.