



**Kelvin Grove**  
Primary School

## CHARGES, VOLUNTARY CONTRIBUTIONS AND REMISSIONS POLICY

Date this policy was formally reviewed and agreed by the Governing Body sub committee	13.11.2025
Signed on behalf of the Governing Body by:	
Signature:	
Date this policy was ratified by the Governing Body	14.11.2025
Details and dates of minor amendments:	05.07.2019 Reviewed without amends 18.11.2024 Residential visits – there will be a fee for parents. Breakfast Club: There is no charge for families in Receipt of Free School Meals. 11.11.2025 Changes to Breakfast Club & Wraparound Club
Date next full review is due:	Autumn 2026

**Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, parents, governors and visitors to share this commitment.**

## **General Statement**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

## **Aims**

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

## **Residential visits**

If the school organises a residential visit there will be a fee for parents.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents eligible for means tested free school meals are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **Sport, Lunchtime & After School Activity Clubs**

The school offers lunchtime and after school activities e.g. sport coaching/art/language classes etc. Charges are made for these sessions to cover additional costs or if they are run by outside agencies.

### **Breakfast Club**

The school offers a breakfast club for all children from Monday to Friday 8:00am-8:40am. The children are provided with a variety of breakfast options and activities in the community room from 8:00am until 8:40am. To help us manage staffing levels and ensure we have enough groceries for all children attending, we require all Breakfast Club places (whether free or paid for) to be booked in advance via ParentPay.

- The cut-off day for bookings is Thursday each week. For example, to book for the following week, you must book and pay by Thursday of the current week.
- To book a place for the first week back after any school holidays, bookings must be completed by the last Thursday of the holiday. The fee for each session is £1.
- Breakfast Club is FREE for children who receive means-tested Free School Meals but they must still be booked in advance via Parent Pay if you wish your child to have a place.

### **Wraparound Club**

Wraparound Club is open to all children attending school full-time. To help us manage staffing levels and ensure we have enough groceries for all children attending, we require all Wraparound Club places to be booked and paid for in advance via ParentPay.

- All bookings must be made and paid for a week in advance via ParentPay.
- The cut-off day for bookings is Thursday each week. For example, to book for the following week, you must book and pay by Thursday of the current week.
- To book a place for the first week back after any school holidays, bookings must be completed by the last Thursday of the holiday.
- Wraparound Club is chargeable for all children who attend unless a prior arrangement has been made with the Head Teacher under exceptional circumstances.
- Priority will continue to be given to children with confirmed bookings.

The costs are as follows:

3:15pm – 4pm £5 per child

3:15pm – 5pm £8 per child

3:15pm – 6pm £11 per child

If a child arrives at the club without a confirmed booking and no prior communication from a parent or carer, parent/carers will be contacted and asked to collect the child. Please be aware that repeated instances of arriving without a booking may result in being charged the highest rate to cover the additional operational costs of last minute arrangements.

If a child is not collected from school on time at 3.15pm and a place has not been booked at Wraparound Club, every attempt will be made to contact parents/carers. The child will be placed into Wraparound Club for which you will be charged a Late Collection Fee, which must be paid within 7 days of the charge occurring.