



Park Road Academy Primary School, Nursery & The Club

Charging and Remissions Policy



Objective:

Our aim is to offer a comprehensive and enjoyable curriculum for all our students. However, certain valuable educational activities require financial contributions, either in part or in full, from parents. These contributions enable us to sustain the quality and diversity of educational experiences we provide.

Nursery Additional Charged Hours:

Parents of three and four-year-old children are eligible for 15 or 30 hours of nursery provision free of charge, based on individual circumstances.

A non-refundable fee of £40.00 is required to secure your nursery placement once an offer has been offered. This amount will be deducted from your initial invoice or reimbursed in case you opt for free provision, after your child's nursery education commences.

Parents are obligated to pay for the Breakfast Club, lunchtime session, After School Club, and any nursery sessions beyond the funding entitlement. Additionally, parents can book ad-hoc sessions, subject to availability, which must be paid for in advance and 2 working days' notice is to be given.

Fees are annually reviewed by the Governing Body in alignment with Local Authority guidelines and other providers.

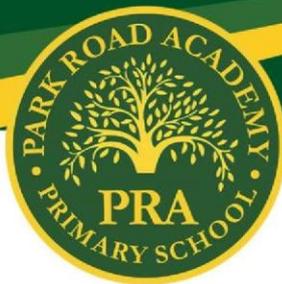
Parents agree to the Nursery terms and conditions upon digital signature. Charges remain applicable even if a child misses' sessions due to unplanned closures, illness or family holidays.

A month's notice is mandatory for any reduction or cancellation of agreed sessions, accompanied by a £10.00 change of agreement fee.

Note: Access to additional hours may be suspended by the Headteacher if parents/carers fall into arrears. We also reserve the right to withdraw your child's place at this point. After 30 days your account will be referred to our collection agency in order to retrieve the outstanding fee plus any expenses incurred. Individual payment plans may be considered in exceptional cases. Confidentiality is ensured for those facing financial difficulties.

School Meals:

Reception, Year One, and Year Two students receive school meals free of charge.



Parents and carers of Nursery children have the option to pay for an additional lunchtime session, currently priced at £7.50* (*as of September 2025), inclusive of lunch. The charge is annually reviewed by the school Governors.

For Years 3-6, advance payment for school lunches on a half-termly basis is required. The facility may be withdrawn if payments are outstanding, with parents providing packed lunches until payments are settled. Financially challenged parents should liaise with the school office.

Other Chargeable Items:

The Governing Body retains the right to charge for the following activities:

- i. Board and lodging on residential visits.
- ii. Individual musical instrument tuition in or out of school hours.
- iii. Activities occurring outside school hours not mandated by the National Curriculum, Religious Education, or public examinations.
- iv. Remissions are not intended to exceed the statutory minimum.
- v. Parents are requested to voluntarily contribute to fund educational visits/activities, ensuring a commitment from at least 95% of parents for trip funding.
- vi. Insufficient voluntary financial support may lead to the cancellation of proposed activities/visits.

Educational Visits:

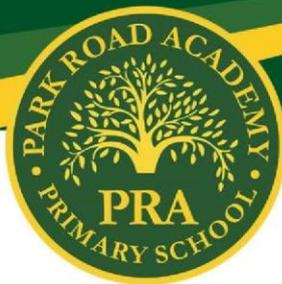
For in-school hours visits, voluntary donations are invited to cover costs. No exclusion occurs if parents opt not to contribute. Insufficient donations may result in visit cancellation. Installment payment options can be discussed with the Headteacher.

Extra-Curricular Events:

Some extra-curricular events during school hours may require voluntary donations. Inadequate donations may lead to event cancellation.

Extended Services School Clubs:

Parents must complete an Arbor booking form to confirm their Club or Holiday Club requirements. By requesting a place, you are agreeing to the terms and conditions. Charges



stand even if a child misses sessions due to unplanned closures, illness or family holidays. A month's notice is essential for Nursery, Breakfast, and After School club session changes, with a £10.00 change of agreement fee. Holiday Club bookings are non-refundable or changeable after the closing date.

Separate Payments:

All payments for separate items — such as Holiday Club, Into the Wild, Nursery fees, and any other distinct services — must be made individually and not combined into one bulked payment. This is because each service is allocated to a different account and cost centre. Combining payments can result in delays or misallocation of funds. Parents are asked to ensure that payments are clearly referenced to the correct provision when making transfers, where possible.

Additional Extra-Curricular:

Donations may be requested for pupil or group participation in extra-curricular activities by the school/outside agency.

Remissions:

In cases of financial hardship, the school may consider remissions or reduced charges for optional extras on a case-by-case basis. Parents/Carers are encouraged to communicate with the Headteacher to discuss their circumstances and explore available options.

Personal/Private Requests for Additional School Administration:

The Headteacher may charge for staffing and resource costs related to personal/private school administration requests. Administration charges apply for refunding overpayments, transferring payments, and refunding childcare vouchers or Tax Free Childcare.

Loss or Damage Relating to Books or Equipment:

Parents of pupils who lose or damage issued books or equipment may be requested to contribute towards replacement or repair costs at the Headteacher's discretion.

Damage to School Property:

Parents of pupils causing deliberate damage to school property may be held responsible for repair or replacement costs, at the Headteacher's discretion.

Reviewed: Mrs S Breen – August 2025



Date of Policy Approval: September 2025
Review Date : August 2026

