COLLIS PRIMARY SCHOOL

Charging and Remissions Policy

Collis Primary School
Fairfax Road, Teddington TW11 9BS

Last Update: June 2026
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Statutory Policy

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1. Introduction

The purpose of the policy is to ensure that there is clarity over those items which Collis Primary School will provide free of charge and for those items where there may be a charge.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Responsibilities

The Head Teacher is responsible for ensuring staff are familiar with the policy, and that it is being applied consistently. The Resources Committee will review and approve this policy on behalf of the Governing Body every year.

4. Policy Statement

During the school day, all activities that are a necessary part of the National Curriculum, including religious education, will be provided free of charge. This includes materials, equipment and transport to take pupils between the School and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument, or other specialist music tuition groups arranged by the Richmond Music Trust.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances, no pupil will be prevented from participating because their parents/carers cannot or will not make a contribution. If insufficient funds are available, activities may be cancelled or curtailed.

5. Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

Any charge will **not** include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling to pay the full charge. However, there may be rounding up of costs per child to the nearest 50p.

The principles of best value will be applied when planning activities that incur costs to the School and/or charges to parents/carers.

6. Remission (waiving charges)

Support for cases of hardship will come from the Collis School Association (CSA) Head Teacher's allowance or, in the case of the Year 6 school journey, the School will seek a grant from Hampton Wick United Charities.

Parents or carers who would qualify for remission of payment are those who are in receipt of eligible benefits. Eligible benefits are:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Parents or carers wishing to apply for remission of charges should contact the Head Teacher in the first instance, by email to info@collis.richmond.sch.uk or by telephone on 020 8977 1458.

7. Damage to School Property

At the Head Teacher's discretion, the School retains the right to seek recompense from parents/carers for any child's wilful or negligent damage to or loss of school property.

8. Charges at Collis Primary School from September 2026

Provision	Cost
School Lunch	Funded by Mayor of London for all primary school children for academic year 2026/2027
CATS Breakfast Club	£9.00 per session (pre-booked)
CATS Breakfast Club	£11.00 per session (ad-hoc)
CATS After School Club – Reception to Year 6	£20.00 per session (pre-booked)
CATS After School Club – Nursery	£22.00 per session (pre-booked)
CATS After School Club	£25.00 per session (ad-hoc)
Nursery Extended hours	£36.00 per session
Nursery Lunch Supervision	£8.00 per session
Nursery Hot Meal	£3.00 per meal
Clubs	£4.00 – £8.00 per session
School Visits	£2.40 – £40.00
Parent Fund	Suggested minimum amount of £80.00 per academic year per child
Residential Visit – Year 6 (2026)	£675
School bags/caps	From £3.50 – £9.50
Private School Requirements • First general academic report • First specialist report (i.e. for scholarship application) • Each additional hard copy of general or specialist reports • Each digital report completion This charge will be waived where the children applying are in receipt of Pupil Premium	 £100 £100 £30 £100
Holiday Club Lettings	£300 per day
Classroom Lettings *	Community – £20.00 per hour Non-community – £30.00 per hour
Harlequin Hall Letting *	Community – £50.00 per hour Non-community – £75.00 per hour
Colliseum Hall Letting *	Community – £50.00 per hour Non-community – £75.00 per hour
Field Letting *	Community – £50.00 per hour Non-community – £75.00 per hour
1/2 Field/Pitch Letting *	Community – £25.00 per hour Non-community – £50.00 per hour
Playground/Netball/Basketball Letting *	Community – £25.00 per hour Non-community – £50.00 per hour

Nature Trail *	Party Hire – £150 for 2 hours ** Non-community – £100.00 per hour
National Leader of Education Outreach rates	NLE Day Rate £600.00 (7 hours) NLE Half day £325.00 Senior Leadership Team Day Rate £350 Plus agreed expenses, including travel

* Weekend lets will incur an additional £25 charge per hour for caretaker cover.
** Please allow 15 minutes for set up and clearance for birthday parties.
Cost available upon request for pitch marking.

Lettings daily rates are available on request.