

# Gilded Hollins Community School



## Charging and Remissions Policy

Re-written and approved: Spring 2022 / 2023 / 2024 / 2025

Reviewed: Spring 2026

This policy has been written with due regard to the Equality Act 2010

GILDED HOLLINS SCHOOL  
Charging and Remissions Policy

Spring 2026



## **Ethos**

At Gilded Hollins Community School we strive to create an environment in which both children and adults feel happy, safe, secure and valued. Our overarching school rule is 'Respect Everyone' and this is encompassed throughout all our policies.

## **Philosophy**

At Gilded Hollins we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education.

We aim to promote and provide such activities as part of our wider curriculum for the pupils of our school.

This policy describes how we will do our best to ensure a good range of visits and activities is offered at Gilded Hollins School and, at the same time, try to minimise the financial barriers that may prevent some pupils taking full advantage of the opportunities.

## **Introduction**

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 small group music lessons.

## **School Meals**

A daily charge is made for school meals. Parents pay for meals provided by the catering company 'Orion'. School meals are paid for in advance online. Cash payments for school meals are not accepted. Parents in receipt of certain benefits may be eligible to claim Free School Meals for their child. Further details are available from the benefits office. School cannot deal directly with any requests; however, we will do our best to help in any way on a confidential basis. Wigan Council informs the school directly to confirm eligibility for Free School Meals. Pupils in the Foundation Stage and Key Stage One are currently eligible to receive a free school meal daily under the Government's Universal Free School Meals scheme.

## **Swimming**

No charge is made for swimming lessons as this is part of the National Curriculum. However, a contribution is required to cover the costs of coach travel to and from Leigh Sports Village. Parents whose children are entitled to Pupil Premium may have these costs partly met from the Pupil Premium grant that school receives for their child.

## **Breakfast Club**

A daily rate is charged for attendance at our Breakfast Buddies breakfast club. Children must be booked into this club in advance to ensure that safe staffing ratios are in place. This covers the costs of staffing, food and drink supplies, craft materials, etc. A partial charge of the overall cost is made for Pupil Premium pupils if it is agreed by the headteacher that a place at Breakfast Club is appropriate. All costings are available from the school office.

All bookings and payments will need to be made online, via ParentMail.

## **After School Club**

Children are able to attend the club daily, on regular days of the week or on an ad hoc basis. All bookings must be made and paid for in advance online, via ParentMail.

All sessions, regardless of length, are charged at £12.00 which includes a snack and drink.

There will be a £5:00 late charge per 15 minutes (or part thereof) for any children being collected after 5:30pm.

## **After School Wider Curriculum Clubs**

In the majority of cases, if the club is provided by school staff there is no charge made for after school clubs. Exceptions may be where a particular service or amenity is provided at the club that requires an outlay by school.

If the club is run by an external provider, the charge will be made clear before the club commences. The charge is dependent on the provider. If payment is outstanding from previous clubs, we may withdraw the opportunity to join a future club until the debt is paid. Parents whose children are entitled to Pupil Premium may have the cost of attending clubs partially met from the Pupil Premium grant that school receives for their child.

## **Replacement Books**

If a school reading or library book is lost or damaged, a small charge will be made to contribute towards the cost of a replacement.

## **Music Lessons**

A peripatetic music programme is provided by Wigan Music Service and hosted by Gilded Hollins. As these sessions do not form part of the National Curriculum, a charge is made to cover individual or small group lessons. All costs of these sessions must therefore be met by parents / carers. This contribution is paid via school to Wigan Music Service and no profit is made. As before, if a child is entitled to Pupil Premium

they may have the cost of learning one musical instrument met from the Pupil Premium grant that school receives on their behalf.

Whole class lessons, i.e. Wider Opportunities in Key Stage Two, do come under the umbrella of the National Curriculum and are provided free of charge, subsidised by school.

## **Tickets**

Throughout the year we host various events for which tickets may be sold, e.g. Friends of Gilded Hollins (FOGH) discos, Breakfast with Santa, Year Six end of year production, etc.

Funds raised via FOGH events will go directly into the Friends' account to be distributed across school in supporting school trips, the annual pantomime, Christmas parties, etc.

Specifically, any profit raised from the sale of tickets to a school event (not a FOGH event) will be paid into our Voluntary School Fund, which contributes towards school resources throughout the year. Profit is calculated after all supplies (including costumes, refreshments, etc.) have been purchased.

## **Voluntary Contributions**

School trips, visits and activities enhance our pupils' learning and broaden their knowledge and experience. Without school inviting parents and carers to contribute towards the costs of these trips they would not be able to go ahead.

School staff aim to reduce the costs to our parents and carers wherever possible. They are especially mindful when booking visits of the cost implications and choose free or low-cost trips to enhance their class's learning.

The following is a list of additional activities organised by the school that may 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, including residentials

- Visits to the theatre
- Day trips away from the school site
- Professional educators visiting school to work in class (such as the Victorian Workshop, Fossil Workshop, etc.).
- Musical events

The amount we request is calculated by totalling up the entire cost of the visit, including transport, and dividing by how many pupils are in the class, regardless of whether or not there are children eligible for Pupil Premium. All contributions are voluntary and will not exceed the total cost of the visit. If insufficient contributions are received, it may be necessary to cancel a trip should the cost to school become prohibitive. This information is detailed on the initial trip letter sent out to all parents/carers.

In some cases, the opportunity to pay in instalments will be offered to parents/carers who wish to pay this way.

The Friends of Gilded Hollins, at the time of updating this policy, provides each class with a contribution towards the cost of a school visit / visitor. There may also be occasions when the class raises its own funds towards the cost of a visit e.g. our Year Six fundraising towards their end of year trip / day out. This teaches our children the value of working hard, budgeting and saving to achieve a desired goal. Our annual residential provide our children with excellent opportunities and we review the costs for our parents and carers each year to ensure they receive good value for money. Any child entitled to Pupil Premium will have part of the cost met by school through the Pupil Premium Grant

## **Review**

This policy will be reviewed annually.