| ANNEX to the Trusts Charging and Remissions Policy<br><br>Hallbrook Primary School<br>Local Charging and remission arrangements | |
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**In addition to the Practice and Provision laid out in the associated Trust Charging and Remittance Policy, please refer below for local arrangements specific to Hallbrook Primary School**

**Local Remissions Criteria**

The actual level of subsidy is set annually. For 2026/2027, this will be –

**Statutory examination remarks**
The headteacher (or in their absence the assistant headteacher) will make the decision about whether a remark will be requested. In this case, the school will pay any cost that occurs as a result of the outcome.

**Music Tuition**
Music tuition at Hallbrook is carried out by an external private company. The fees and agreement to participate is made with the music provider and not the school.

**In school visitors**
Hallbrook looks to enrich the curriculum through inviting external visitors into school. Many of these are free of charge to parents. Where there is a cost, the school will ask for voluntary contributions from parents to cover the cost of these events. The cost can vary per child if the in-school access to the enrichment varies per child. Where insufficient funds are raised, the event may have to be cancelled.

**School Educational Visits**
Hallbrook uses educational visits to enrich the delivery of the curriculum. Where these trips take place in school time, parents will be asked to make a voluntary contribution to cover the cost of the trip. The cost of the trip will be calculated per child and a break down can be requested. Where parents struggle with the funds requested, the school has the ability to access supportive funding to ensure trips can go ahead. Where insufficient funds are raised, the visit may have to be cancelled.

**Enrichment trips**
Enrichment trips may have a link to a curriculum area or might just be about providing trips to enrich the experience of our pupils. These trips could be within the school day or fall out of school hours. Enrichment trips could be offered to a set age range of children or offered to all pupils at school. Parents will have the ability to sign their child up for the trip. As the trip does not form part of the statutory delivery of the curriculum, **full payment for the cost of the trip is required** for the pupil to be able to attend the trip. Where parents struggle with the funds requested, the school has the ability to access supportive funding to ensure these trips are accessible to all pupils.

**Residential Trips**
Children are invited to go on residential visits. The cost of the trip include: -

- Accommodation
- Food
- Transport
- Insurance
- Administrative Costs

When we invite carers to support children who have special needs/ a disability, the carer will not be charged.

Residential trips must all be paid for to attend. All educational visits offered outside statutory school hours are not subject to any financial support. Parents/carers will have the option of paying for residentials via instalments.

**Enrichment clubs**
The school runs a range of clubs after school and at lunchtime.

A contribution to the materials and staffing costs for after school clubs will be charged at £2.00 a session.

Parents must pay for a block of clubs in advance for their child to attend. Where parents struggle with the funds requested, the school has the ability to access supportive funding to ensure these clubs are accessible to all pupils.

**Uniform**
As a school we operate a second-hand uniform offer. If your child needs uniform, we operate a second-hand swap shop and parents can speak to the school office for more information.

**Materials**
The school aims to supply the materials that children need to complete the core curriculum. Parents may be asked to support the delivery of the curriculum through donations of certain resources or equipment.

**Pupil Premium funding and low-income support**
Where families feel they are unable to afford experiences offered by school, they are able to apply for special consideration for additional funding to support this. This will be considered on a case-by-case basis and can include using our partnership with the LCH charity and the use of pupil premium funding.

**Pupils entitled to Free School Meals including those on targeted pupil premium**
Children are allowed to have a meal at lunchtime to the value of the national rate. This is automatically credited to the pupil's meal account on a daily basis. Any allowance not taken on the day is not transferable

**Wrap around services**
Breakfast club fees and wrap around care fees are reviewed annually by the Local Governance Board.

Breakfast Club sessions are £6.30 per session. Prices are subject to review.
Wrap around care sessions

- When staying beyond 16:30 - £12.00 per session. Prices are subject to review.
- When staying between 15:15 and 16:30 - £7.40 per session. Prices are subject to review.

**Ducklings Preschool**
Sessions are charged at the rate of £6 an hour. The three sessions are:
8:45 – 11:45
11:45 – 12:15
12:15 – 3:15

Pupils must be booked on to the full session.

**Leaving the School**
Any online balances on leaving of more than £5 will be refunded via Arbor. Where balances are below £5, parents can request a refund of any outstanding balance below £5 from reception by 31 July in the leaving academic year. For a balance below £5, if a refund is not requested by the 31st July this will be deemed a contribution to the Academy.

**Review**

This local exemplification will be reviewed annually by the Local Governance Board. Next review will be in readiness for September 2027.