



ST.MARY'S RC  
PRIMARY SCHOOL  
WE PRAY, PLAY & RESPECT ALL

# ST MARY'S RC PRIMARY SCHOOL

## **Charging and Remission Policy**

**'As the family of St. Mary's, learning and growing in God's love, joyfully, we pray, play and respect all, changing our world forever'**

Updated by  
Dated

Diane Lyons  
1 July 2026

## **Introduction**

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

## **Definition**

The usual school day is defined as: 8.30 am to 3:00 pm. The midday break does not form part of the school day.

## **Responsibilities**

Ms Sarah Bollado (head teacher) will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy

## **Policy Statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. No charge will be made toward the transport cost of team games e.g. basketball, football etc. This includes any 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. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

1. the examination is on the set list, but the pupil was not prepared for it at this school
2. the examination is not on the set list but we arrange for the pupil to take it
3. a pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available, it may be necessary to curtail or cancel activities).

From time to time we may invite a non-school based organisation such as a drama group to arrange an activity during the school day. In this case, school may ask for a voluntary donation to be made.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example a theatre trip.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residentials**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits/pupil premium subsidies, where there may be contributions made by school.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### **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. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

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

### **School Property**

The Governors reserve the right to charge parents if their child is found to be responsible for the wilful destruction of school property.

**After School Club** - available Monday to Friday operating from 3:00 pm till 5:45pm. Children are welcome to attend After School Club **with the exception of Nursery school children**. We aim to offer children at the facility a variety of stimulating, creative and fun opportunities where they can play with friends in a comfortable and safe environment.

With effect from the 1 June 2024 the fees will be :-

- 3:00 pm till 4:15pm - £6 per session
- 3:00 pm till 5:45pm - £12 per session

**Late Fees** - Late fees will be charged per session if children are not collected by 5.45pm as follows: Up to 15 mins late: £6.00 per child. 15+ Minutes: £12 per child.

In addition, any Nursery Children not collected at the end of their session will also be charge a late fee of £12.

Please note school closes at 5.45pm and children cannot stay later than this time. The Caretaker locks the building and staff would have to wait outside with the children after 5.45pm.

**Breakfast Club – Reception to Year 6 Classes** - is open from 8:00am each school day, with the doors closing at 8:10am for pupils in Reception, Key Stage 1 and Key Stage 2 and is run by staff members. Pupils will be charge £1 per session effective from the 1 June 2024 and will receive toast, cereals and juices.

**Book Bags** – can be purchased from the school Office at a cost of £8.00 per bag.

**Dinners** – Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals. The cost of dinners for all other pupils is £3.00 per meal, effective from the 1 September 2026.

**Milk** – all Reception children are entitled to free school milk.

**Music Tuition** - in cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

- Eligible benefits
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999 or
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue)
- Pupil Premium

**Nursery Fees** - All 3 to 4-year-olds in England can get 15 hours free nursery education a week, for 38 weeks of the year.

Some 3 to 4-year-olds are eligible for 30 hours free childcare a week, you can check your eligibility at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>.

Fees are :-

- £17 per day (3 hours)
- £85 per week (15 hours).

**Nursery Hours are:-**

- Full time (30 hours) - 9:00am – 3:00pm
- Morning Session (15 hours) - 9:00am – 12:00pm
- Afternoon Session (15 hours) - 12:00pm – 3:00pm

**Nursery Breakfast Club** - parents have the option for their child to attend for an extra 30 minutes per day at the cost of £2 per day (8:30am to 9:00am). The main school day for the remainder of school is 8:30am to 3:00pm.

**PE Bags** – can be purchased from the school Office at a cost of £1.00 per bag.

**Ties** – can be purchased from the school Office at a cost of £5.00 per tie.

**Water Bottles** – can be purchased from the school Office at a cost of £1.50 each.