



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

SCHOOL CHARGES, REMISSIONS & PAYMENTS POLICY

This policy is written in support of the Vision and Values of St Michael and All Angels (Foundation) Primary and Pre-School.

Last Updated	January 2026
Next Review Due	Summer 2027

This policy will be supported by the following policies and procedures:

- Complaints Policy
- Lettings Policy

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1. Purpose

St Michael & All Angels C.E. (Foundation) Primary and Pre-School endorses the principles of the Education Act (2011, 1988) in maintaining the right to free education for all children. This policy is to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

We are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Please note that whilst this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

2. Activities with no charge

Admissions

This includes admission application to any state-funded school. Paragraph 1.9 (n) in the School Admissions Code 2021 rules out requests for financial contributions during any part of the admissions process.

Education provided during school hours

(Note: this does not include the break in the middle of the school day i.e.. lunchtime)
Including the supply of books, materials and/or instruments to provide that education.

Education provided outside of school hours if it is part of the national curriculum

This is not restricted to learning outside the classroom that is specifically subject based (such as geography fieldwork) but also includes activities designed to fulfil the requirements of the national curriculum inclusion statement, part of a syllabus for a prescribed public examination that the student is being prepared for by the trust or part of religious education.

Instrument or vocal tuition

For students learning individually or in groups as part of their core programme of national curriculum study. This does not include the request of parents for individual tuition outside of the national curriculum.

Examinations

There is no charge for entry for a prescribed public examination if the student has been prepared for it and entered for it by the trust.

There is no charge for examination resits at the request of the school and where the school has prepared and entered the student for this. This does not include the requests of parents for resits.

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Transport

There is no charge for transport where:

Transporting registered students to or from school premises where the local authority has a statutory obligation to provide transport.

Transporting registered students to other premises where the governing body or local authority has arranged for the student to be educated.

It is transport that enables a student to meet an examination requirement where they have been prepared for and entered for this by the trust.

3. Activities with a charge

Invoices and charges are typically issued to individuals with parental responsibility (PR) as recorded on Bromcom or the parent interface - MCAS (My Child at School). Exceptions to this practice may occur where specific restrictions are in place or where the pastoral team has identified particular circumstances that warrant an alternative approach.

Educational trips and residential visits

Transport, activities, board and lodgings.

Music and vocal tuition

Where students undertake peripatetic instrumental or vocal tuition above the national curriculum requirements and at the student or parents' request. These may be individual or small group lessons.

Examinations

Where a student withdraws from an examination without the agreement of the trust, a charge will be made. Governors reserve the right to charge for the resitting of exams or modules.

Trips and visits in addition to the national curriculum

Parents should be aware that these may be cancelled if there are insufficient students or payments to make them viable.

Damage or loss to trust property

A charge to parents/carers will be made when damage or loss occurs through wilful and negligible behaviour or deliberate vandalism. The charge will not exceed the cost to replace and/or repair.

Replacement equipment, materials or books

For example reading books, laptops stationery and uniform items where the student has lost or broken items.

Books and materials that the parent wishes the child to keep

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(The cost and arrangement will be made clear to the parents before the charge) for example revision guides, technology ingredients, materials to create a finished product in practical subjects.

Extra-curricular clubs – including out of school clubs

Charges may be made for equipment, materials and external specialist staff to deliver them. The charge will not exceed the cost for these.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

4. Voluntary contributions

The school is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. We would encourage parents/carers to contact school to discuss this in the first instance to resolve any queries, concerns or barriers.

If an activity cannot be funded without voluntary contributions, the school will make this clear to the parent/carers at the outset.

benefits stipulated in the 'Remissions' section below.

5. Education partly during school hours

If 50% or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity, however, the school will not charge if the activity is part of the national curriculum, part of syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

(Residential visits) If the number of school sessions covered by the visit is equal to or greater than 50% of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

The remission charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school's contingency funds.

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Any charges for extended day services will be optional.

6. Remissions

In order to remove financial barriers from disadvantaged students, some activities and visits where charges are made will be offered at a reduced charge for parents/carers in receipt of:

- Universal Credit in prescribed circumstances
- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Other exceptional cases not falling within the criteria listed above will also be considered.

Parents who are eligible for the remission of charges will be dealt with confidentially. The trust aims to support all pupils to be able to access and participate in enrichment and extra-curricular opportunities including pupils and students with a parent/carer in receipt of any of the above benefits or who are registered as a Pupil Premium (PP) or Free School Meals (FSM) student.

The school will ask for parent/carers consent for a voluntary contribution. Once consent has been given, the trip cost will be raised for parent/carers to pay.

7. Refunds

All initial deposits for school trips are non-refundable, unless the school has to cancel a trip due to foreseen circumstances.

Parent/carers are informed of the non-refundable deposits when they are provided with initial information about the trip. For residential visits, the initial deposit will be 10% and for all other trips this will be 50%.

The school will deal with cancellations and refunds on case-by-case basis, ensuring that all pupils and their families are treated equally.

12. School Meals

There is no charge for children who are entitled to free school meals, infant free school meals or Early Years Pupil Premium. Pupils who are not entitled to free school meals will be charged at a set amount agreed by the Governing Body. The current cost of school meals is £2.30 per day (*suggested increase after Easter is £2.50*).

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Payments for school meals are monitored and charges should be paid weekly. If the arrears are not cleared, a request will be made to the parent/ carer to move their child to packed lunches until payments are received to prevent further arrears.

13. Out of School Club (OOSC)

The school offers wrap around care via a breakfast and after school club during term time. In order to secure a place parents/ carers are required to indicate session preferences through My Child at School (MCAS). The school office will then confirm the place. Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings will need to be made in advance so that staffing levels can be planned and appropriate.

Charges for OOSC should be paid weekly and decided by the Governing Body..

- Breakfast Club session is £5.00
- After School Club session is £9.50

Subject to availability, OOSC can accommodate children whose parents work on shift patterns and ad-hoc sessions which can be booked by contacting the school office.

School requires two weeks notice from parents for any change of sessions subject to availability..

OOSC closes at 5.55pm (*from Easter*). If parent/carers are late in collecting their child, they will be charged £5.00 for every 10 minutes they are late.

If children are not collected by 6:30pm, after doing everything possible to contact parents and emergency contacts the After School Club staff will be legally required to contact Social Care.

(*After Easter*) Payment is required to be paid on the 15th of every month, although credits can be accepted in advance if preferred. Non-payment of fees will result in your child being removed from the registers the following month. Payment should be made via MCAS.

NB: Absences will be charged for.

Inset days will not be charged for.

In the rare event that the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

At the end of the school day, if the collection of a child is more than 10 minutes late, they will be taken to OOSC. If collection is more than 15 minutes late, the parent/carers/carers may be charged for an evening session.

14. Pre-School

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The school offers a Pre-school for children aged 2 and over. Charges are made for sessions (above funded entitlement), additional half hour in the morning and school meals.

- Charges for Pre-school are raised half termly in advance and can be part paid, weekly in advance. Children who are 3 or 4 years: £6.00 (From Easter 2026 £6.50 per hour including snack and funding entitlement changes)
- Children who are 2 years: £7.90 (From Easter 2026 £8.50 per hour including snack and funding entitlement changes)

The charge for the additional half hour (from 8.45am - 9.15am)

- Children who are 3 or 4 years: £3.00
- Children who are 2 years: £3.95

Parents can use their 15 hours or 30 hours funding entitlements as well as pay for an additional sessions on top of this if required.

At the end of the session, if parents are late in collecting their child, they will be charged £5.00 for every 10 minutes they are late.

School meals are £2.50 (After Easter 2026) per day.

15. Clubs

School offers optional, additional activities after school hours which are usually chargeable. In which case payment is required in advance to book a place on the club.

16. Debts

Debts should be kept to a minimum, reminders sent and managed promptly on the MCAs app. All records of communication should be logged (tick communication log on Bromcom when communication is sent).

Families experiencing financial difficulties are encouraged to discuss their situation confidentially with the school.

A member of the school's finance or pastoral team may contact the family by phone or in person to discuss the debt and explore possible solutions, including payment plans or remissions.

Where appropriate, the school will offer a payment plan to spread the cost over a manageable period.

If no payment or agreement is reached within 30 days of the initial missed payment, a final written notice will be sent. This will outline the school's intention to escalate the matter, which

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may include restricting access to non-essential activities or external debt recovery procedures.

The school will regularly review outstanding debts and report to the governing board as part of financial oversight.

The school will handle all debt-related matters sensitively and confidentially to respect the privacy of families.

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