

St Pauls's CE Primary School

Charging & Remissions Policy



**ST PAUL'S CofE
PRIMARY SCHOOL**



Adopted by Governing Body – July 2026

Review schedule- Every 3 yrs

Next review- Summer 2029

School Vision

At St Paul's, we will nurture and inspire all children to enjoy a life-long journey of discovery and friendship. Through God's love and Jesus' teachings, our school community will support each child to flourish as curious, compassionate and resilient citizens with a love of learning.

*"Start children off on the way they should go, and even
when they are old they will not turn from it."*

Proverbs 22:6

To fulfil this vision, the Local Governing Body have agreed the following policy.

The Governing Body recognises the valuable contribution that a wide range of activities and educational visits can make to a child's development. Whilst activities essential to the national curriculum are provided at no cost to the pupils or their parents/guardians, some further activities may incur charges, as listed below. The school's on-line payment system, Arbor, can be used for most payments.

Residential Visits

Where these activities are organised to take place during the school time or mainly school time, in order to provide education directly related to the National Curriculum, a charge is made to cover the costs of board, lodging and transport. Contributions to these activities are not voluntary. Staged payment, is offered, to assist parents with budgeting. However, attendance on such visits is highly encouraged but not compulsory.

Non-Residential Visits and Trips

The school asks for voluntary contributions for these educational trips and visits. If sufficient funds cannot be collected beforehand, the planned trip or visit may not be able to take place.

Music Tuition

All children study music as part of the normal school curriculum. We also offer whole-class tuition, in Year 4 and we do not charge for this. If parents decide for their child to continue with this tuition, into Year 5 or Year 6, parents will pay a charge, administered by the school, which goes directly to Leicestershire School Music Service. This charge is not voluntary, and non-payment of charges will lead to suspension of lessons. In addition, other peripatetic music teachers attend school to give individual and group instrumental lessons. Payments for these lessons are administered by the teachers themselves. They are also not voluntary payments.

External Sports/Activity Coaching Agencies

The school offers a number of additional sporting activities organised through an external agency. These activities take place after school. These sessions are run and organised by qualified providers. A charge is made directly by the provider to parents/carers. Payment for these sessions is not voluntary.

Breakfast Club / Planet Play (before and after-school care)

A charge is made for children to attend these sessions, which operate daily. Children are provided with breakfast in the morning. In the afternoon, a drink and snack are provided (4.30pm collection) or a high tea (later collection). For current prices, please contact the school office.

Payments should be made via Arbor at the time of booking. Parents that pay by childcare vouchers must have cleared any balances before the end of each school term. Should bills not be settled, parents will be unable to book any future sessions and children may not be able to continue to attend.

NB After school provision on Fridays, is delivered by Football and Fitness (until 5pm). Bookings are made directly through them.

Staff-led Before School, After School or Lunchtime Clubs

These could be extra-curricular for example cookery or crafts. They are run by the teachers or support staff. There will be a small charge for these sessions, in order to cover additional resources. Y6 booster classes usually take place in the Spring Term. There is no charge for these.

Late collections

The implications of staffing costs mean that we have to be strict about prompt collection times.

Children who are not collected by 3.40pm, will be put into Planet Play and parents will be charged the early rate (until 4.30pm).

Children who are not collected from an activity club or the early Planet Play session by 4.35pm, will be put into the later Planet Play sessions and parents will be charged accordingly.

Parents who are not collected from Planet Play until after 5.30pm (or 5pm on Fridays) will be charged a late collection fee of £5 per child per 5 minutes.

School Hall, mobile classrooms playground and field areas

The school does charge for lettings, in relation to these areas. Current pricing and booking agreements can be obtained from the school office. The school does not charge for any lettings in relation to PTA fundraising activities.

References for Independent Schools

These can be lengthy and time-consuming. Teachers will do a maximum of two references per child. If further references are sought, a charge of £10 will be levied. All safeguarding information will be transferred, directly to the school, at no charge.

Photocopying

Photocopying, for members of the wider community, can be arranged. This is charged and rates can be obtained from the school office.

Exceptions to payment

Children who access Pupil Premium, will be funded by the school for many of the charges listed in this policy. Please see the school's Pupil Premium Policy, for details.

Monitoring and Review

This policy is monitored by the Governors. It will be reviewed every 3 years or as necessary.