

ST AGNES

Catholic Primary School

With Jesus beside us, we do our best



Charging and Remission Policy

Approved by:	Full Governing Body	Date: September 19
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Last reviewed on:	October 2025	By: Resources Committee
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Next review due by:	October 2026	By: Resources
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Our Vision and Values

At St. Agnes we believe that although we are all very different we have a way of living, behaving and doing things that allow us to serve as a witness to the Catholic Faith in our Lord Jesus Christ.

Our school motto is: **With Jesus Beside Us We Do Our Best to:**



Believe

We are all valued in God's family and the school family. We **believe** in ourselves and in our abilities.

Persevere

When things get difficult we will **persevere** so that we will grow stronger, realising we can turn to each other and God.

Contribute

We will **contribute** to the life of the school, the parish, the local community and the wider world to which we all belong.

By doing these we will:

Achieve

By being the best we can be, we will **achieve** in making a difference to others and living as God would want us to.

Aims

At St Agnes Primary School, we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

Therefore, we aim to :

- Have robust, clear processes in place for charging and remission
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, section 449-462 which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remissions: the cancellation of a charge which would normally be payable.

There are no costs to parents for music, swimming lessons and some other activities such as theatre groups.

The school has a lettings policy for those wishing to hire the premises.

Class Visits

Money from the school budget is identified to allow teachers to organise some visits free of charge for their classes, as part of the delivery of the National curriculum. As this budget is limited and in order to allow pupils to participate in the widest range of experiences, we do ask parents to make a voluntary contribution towards some trips. The school prospectus makes clear that these contributions are voluntary and no child will be excluded or treated differently as the result of a voluntary contribution not being forthcoming. However, the school reserves the right to cancel a visit if insufficient voluntary contributions are received.

School Journey

The school organises a residential stay for pupils in Year 6. In the case of twins, the school will meet the whole cost of one child. In the case of triplets, the school will offer to meet the cost of 1.5 of the children's costs.

Payment for the residential is spread over 9 months to enable parents/carers to meet the cost. However, if insufficient funds are collected for a school journey it will be cancelled.

Damage to School Equipment/Resources

Where school equipment such as books or building are damaged as a result of a pupil's inappropriate behaviour, parents/carers are expected to make a contribution towards replacement or repair costs. This information is included in the school's behaviour policy. (See Appendix 1)

St Agnes Breakfast and After School Club

The school is able to offer a breakfast club for a limited number of children for working parents only before school begins each day. It is not possible to subsidise this provision. Currently the charge is £12.50 per child per week (£2.50 per day), to cover the cost of childcare. Parents have to pay for the full week one week in advance, regardless of how many sessions are attended, no day rate is allowed. This club is open to pupils from Nursery to Year 6. We do accept emergency bookings at the daily cost of £2.50 which must be booked with the office before attending. This service may be offered free of charge for those on the persistent absence register.

St Agnes After School Club provides high quality out of school hours childcare for parents of children in Nursery – Year 6. The charge is £10 per child per session which covers the cost of childcare and food/drink provided. Parents must pay at least 48hrs in advance and last minute bookings are accepted if places are available.

After School Clubs

There is currently no charge made for After School Clubs. However, this may change due to budget restrictions.

Out of School Activities

There is discretion for the Headteacher to subsidise the cost of activities organised out of school hours. This includes sports activities and associated travel expenses. Currently, these costs are met from the School Fund. However, this may change due to budget contributions.

Westminster Building Fund

A voluntary contribution of £7.50 per term per family is requested to support building work in the school. This is because Voluntary Aided schools are required to pay 10% of capital works carried out in the school.

Nursery Fees

All parents are entitled to 15 hours per week, which consists of a part-time place, of free early year's education for 38 weeks each year from the start of the school term after their child's third birthday.

An additional free 15 hours per week i.e. a full-time place, will only be available for families where both parents are working (or the sole parent is working) and is subject to availability. Typically, each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000 a year to be eligible. Parents not eligible for the additional free hours may still access a full time place by paying a top-up fee of £7.60 per hour. Fees are to be paid via Parentmail, at least one month in advance.

Appendix 1

Dear Parents/Carers,

Lost Books

The school has a lost book/ reading record policy which applies to all children.

The policy is that if a book/record is lost on a first occasion, provided it is not a book from a set, another book/record will be provided for that pupil.

However, if a book is from a set or a book/record has been lost, for a second or subsequent occasion, we ask parents to pay a nominal amount to help cover the cost of buying new books.

The charge for losing a book from a set or stand alone book is the cost of the individual book and a reading record or maths record is £1.

As your child has now lost more than one book/record, we ask that you make a payment of _____ to go towards the cost of replacements.

I hope you will understand the need for this charge as we have a limited budget for buying new or replacement books.

Yours sincerely

Mrs C Manning

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