St. Paul's C of E Primary School
Charging Policy

Approved by the Resources Committee: Autumn 2026

Review Date: Summer 2027

CHARGING POLICY – EDUCATION REFORM ACT 1988

As legislated by the Education Reform Act 1988, as amended, the School Governors are required to determine and publish a charging and remissions policy.

The School Governors anticipate that it may be necessary from time to time to amend the policy but, if so, parents will be notified accordingly.

TERMS

Terms used in this policy are as those defined within the legislation.

SCHOOL HOURS

School hours are those when the School is actually in session. They do not include the mid-day break, which is 1 hour for Reception children and 50 minutes for all other classes.

Nursery hours are:-	8.45am to 11.45am each weekday 12.30pm to 3.30pm each weekday
Reception hours are:-	8.45am to 3.15pm each weekday
Year 1 – Year 6 classes hours are:-	8.50am to 3.20pm each weekday
Breakfast club hours are:-	8.00am until the start of the school day. This is for Nursery to Year 6 children.

ACTIVITIES

This policy confirms the right of the School to invite voluntary contributions for the benefit of the School or in support of any activity organised by the School whether during or outside School hours.

No charges can be made for any trip or activity which takes place mainly (50% or more) during the School day, however, the school may ask for voluntary contributions.

Charges may be made for other activities which are recognisably distinct from the curriculum where parents have indicated their agreement in advance, and the charges will be made for the actual board and lodging.

No charge in respect of board and lodging will be made for pupils whose parent(s) or carer(s) is/are in receipt of any current relevant benefits.

(a) during school hours
(b) or outside school hours but required to fulfil a statutory duty or syllabus of a prescribed examination

None of our residential trips form part of the National Curriculum

OPTIONAL EXTRAS - Charges may be levied for these

1. These are activities which take place mainly out of school hours.

2. Before an optional activity takes place, parents must be asked whether or not they agree to the activity and are willing to make payment for it.

EXCEPTIONS – These may be charged for during the school day

1. Charges will be made for the actual cost of tuition to individuals or groups of not more than four in the playing of a musical instrument not being part of a syllabus or prescribed examination where parents have indicated their agreement in advance.

2. Craft, design, technology materials, provided parents have stated in advance they wish to own the finished product.

3. A charge of £10.00 per term is payable in advance for all children attending towards snack.

DAMAGES AND LOSSES

The Governing Body reserves the right to charge for wilful damage to or loss of school equipment. These charges will be based on costs incurred.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

WILFUL DAMAGE TO THE SCHOOL BUILDING/FURNITURE OR EQUIPMENT

The Governing Body reserves the right to charge parents for wilful damage to the fabric of the building, school furniture or equipment when caused by an identifiable pupil. These charges will be based on costs incurred.

REMISSIONS

The discretion to remit in whole or in part any charge, which may be made by the School, has been vested in the Headteacher.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or an individual pupil basis.